



**Board of Selectmen Agenda August 4, 2014**  
**OFFICE OF THE BOARD OF SELECTMEN**  
**730 MASSACHUSETTS AVE**  
**ARLINGTON, MA 02476-4908**

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**Board of Selectmen Meeting**

**AGENDA**

Monday, August 4, 2014  
7:15 PM

1. CONSENT AGENDA

- a. Minutes of Meetings: July 28, 2014, June 23, 2014; July 1, 2014
- b. Approval: Date Change from July 26 to September 6, Inaugural Moonlight Beach Party and One Day Beer & Wine License  
Joe Connelly, Director of Recreation
- c. Reappointment: Human Rights Commission  
Stacy Davison (term to expire 6/30/2017)
- d. Reappointment: Redevelopment Board  
Andy West (term to expire 6/30/2017)
- e. Request: Contractor/Drainlayer License  
A. Cardillo & Sons, Inc., 53 Midland Drive, Waltham, MA
- f. Request: Contractor/Drainlayer License  
Elecnor Hawkeye, LLC, 100 Maracus Blvd., Hauppauge, NY
- g. Request: Contractor/Drainlayer License  
A.P. Services Co., Inc., 114 Main Street, Waltham, MA
- h. Approval: Regent Theatre, New England Reunion Concert, Beer & Wine License  
Leland Stein, 7 Medford Street

APPOINTMENTS

- 2. Appointment: Constable  
Tina M. Helton (term to expire 7/31/2017)

LICENSES & PERMITS

- 3. Request: Change of Manager-Wine & Malt License  
Zocalo, 203A/B Broadway, Ricardo Ramos

4. CITIZENS OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS/OTHER BUSINESS

- 5. Vote: Jason Street, Phase I Recommendations  
Richard Turcotte, Howard Muise, Jeff Maxtutis; Transportation Advisory Committee

6. For Approval: Letter of Support, Green Routes Initiative  
Christopher Tonkin, Chair, Arlington Bicycle Advisory Committee: Phil Goff, ABAC
7. For Approval: Arlington International Film Festival Banners  
April Ranck and Alberto Guzman, AIFF Organizers
8. For Approval: Park Avenue/Downing Square Parking Signs  
Officer Corey Rateau, Traffic and Parking Unit
9. Review and Comment on Draft CPA Ballot Question  
Douglas W. Heim, Town Counsel
10. Vote: Date for 2015 Annual Town Election  
Douglas W. Heim, Town Counsel
11. For Approval: Authorization to Enter Into Statewide Public Safety and Public Works Mutual Aid Agreements  
Adam W. Chapdelaine, Town Manager
12. For Approval: Lockeland Avenue Island Hedge Replacement  
Adam W. Chapdelaine, Town Manager
13. Discussion: Novus Agenda  
Steven M. Byrne, Chair
14. Discussion: Cambridge Invite to Discuss Silver Maple Forest  
Adam W. Chapdelaine, Town Manager

#### CORRESPONDENCE RECEIVED

Loan Approved for 39 Academy Street Window Replacement  
John L. Worden III; President, Arlington Preservation Fund-Be Rec'd

Daytime Parking Need  
Patricia Peter, 135 Thorndike Street - Be Rec'd



## **Town of Arlington, Massachusetts**

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**Minutes of Meetings: July 28, 2014, June 23, 2014; July 1, 2014**

### **ATTACHMENTS:**

Type	Description
Backup Material	June 23, 2014 draft minutes
Backup Material	July 1, 2014 draft minutes
Cover Memo	July 28, 2014 draft minutes

**TOWN OF ARLINGTON  
BOARD OF SELECTMEN**

Meeting Minutes  
Monday, July 28, 2014  
7:15 p.m.

Present: Mr. Byrne, Chair, Mr. Curro, Vice Chair and Mr. Dunn  
Also present: Mr. Chapdelaine, Mr. Heim and Mrs. Sullivan  
Absent: Mr. Greeley and Mrs. Mahon

Mr. Byrne called the meeting to order at 7:30 p.m. and announced that, due to the power outage in the Town Hall, the meeting would be abbreviated to cover several time sensitive items while the remainder of the items would be postponed until Monday, August 4<sup>th</sup> meeting. The time sensitive agenda items are:

- #3- NSTAR Petition/Broadway/Franklin Street
- #4- Request: Wine & Malt License, artlounge Arlington, 1346 Massachusetts Avenue
- #15- Vote: Parmenter Building Lease, Arlington Children's Center and the Town of Arlington

Mr. Curro moved to table non time sensitive items until meeting on August 4<sup>th</sup> at 7:15 p.m.  
SO VOTED (3-0)

**FOR APPROVAL**

1. For Approval: Removal of Trees on Hillsdale Road, MWRA Project  
Jeffrey McLaughlin, MWRA Sr. Community Coordinator  
This item was postponed until the Tree Warden holds a hearing.
2. CONSENT AGENDA (one vote required for approval of all items)
  - a. Minutes of Meetings: July 23, 2014; July 1, 2014
  - b. Approval: Date Change from July 26 to September 6, Inaugural Moonlight Beach Party and One Day Beer & Wine License  
Joe Connelly, Director of Recreation
  - c. Reappointment: Human Rights Commission  
Stacy Davison  
(term to expire 6/30/2017)
  - d. Reappointment: Redevelopment Board  
Andy West  
(term to expire 6/30/2017)
  - e. Request: Contractor/Drainlayer License  
A. Cardillo & Sons, Inc., 53 Midland Drive, Waltham, MA
  - f. Request: Contractor/Drainlayer License  
Elecnor Hawkeye, LLC, 100 Marcus Blvd., Hauppauge, NY  
Request: Contractor/Drainlayer License  
A.P. Services, Co. Inc., 114 Main Street, Waltham, MAThis was tabled until the August 4<sup>th</sup> meeting.



## 7:15 p.m. Public Hearing

3. NSTAR Petition/Broadway/Franklin Street  
Richard M. Schifone, Supervisor Rights and Permits  
(all abutters notified)  
Ms. Renee Banks-Clark requested the petition in order to service the fire house.  
Mr. Dunn moved approval subject to all conditions set forth\*. SO VOTED (3-0)
4. Request: Wine & Malt License  
artlounge Arlington, Owners: Helen Galanopoulos/Kim Bradshaw/Sheila Carme,  
1346 Massachusetts Avenue  
Mr. Curro moved approval. SO VOTED (3-0)  
Mr. Dunn cautioned on awareness of not serving underage customers. He advised  
continual training of employees on ID checking process.

### **APPOINTMENTS**

5. Appointments: Council on Aging  
Noreen Murphy  
(term to expire 6/30/2017)  
This was tabled until the August 4<sup>th</sup> meeting.
6. Appointments: Council on Aging  
Paul Raia, PhD.  
(term to expire 6/30/2017)  
This was tabled until the August 4<sup>th</sup> meeting.
7. Appointment: Constable  
Tina M. Helton  
(term to expire 7/31/2017)  
This was tabled until the August 4<sup>th</sup> meeting.

### **LICENSES & PERMITS**

8. Request: Change of Manager - Wine & Malt License  
Ricardo Ramos - Zocalo LLC d/b/a Zocalo Cocina Mexicana, 203A/B Broadway  
This was tabled until the August 4<sup>th</sup> meeting.

### 9. **CITIZENS OPEN FORUM**

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. **It should be noted that there is a three minute time limit to present a concern or request.**

## **TRAFFIC RULES & ORDERS/OTHER BUSINESS**

10. Vote: Jason Street, Phase I Recommendations  
Richard Turcotte, Howard Muise, Jeff Maxtutis  
Transportation Advisory Committee  
This was tabled until the August 4<sup>th</sup> meeting.
11. For Approval: Letter of Support, Green Routes Initiative  
Christopher Tonkin, Chair, Arlington Bicycle Advisory Committee  
Phil Goff, ABAC  
This was tabled until the August 4<sup>th</sup> meeting.
12. For Approval: Arlington International Film Festival Banners  
April Ranck and Alberto Guzman, AIFF Organizers  
This was tabled until the August 4<sup>th</sup> meeting.
13. For Approval: Park Avenue/Downing Square Parking Signs  
Officer Corey Rateau, Traffic and Parking Unit
  - a) 3-Hour Parking Signs on Park Avenue (at Peter Pan block of stores)  
James Quinn, Lauren Dubee; Ink Jam Tatoo Studio
  - b) 2 Spaces, 15 Minute Parking on Lowell Street (before hydrant @ Peter Pan)This was tabled until the August 4<sup>th</sup> meeting.
14. Review and Comment on Draft CPA Ballot Question  
Douglas W. Heim, Town Counsel  
This was tabled until the August 4<sup>th</sup> meeting.
15. Vote: Parmenter Building Lease, Arlington Children's Center and the Town of Arlington  
Douglas W. Heim, Town Counsel  
Mr. Curro moved approval. SO VOTED (3-0)
16. Vote: Date for 2015 Annual Town Election  
Douglas W. Heim, Town Counsel  
This was tabled until the August 4<sup>th</sup> meeting.
17. For Approval: Authorization to Enter into Statewide Public Safety and Public Works Mutual Aid Agreement  
Adam W. Chapdelaine, Town Manager  
This was tabled until the August 4<sup>th</sup> meeting.
18. For Approval: Lockeland Avenue Island Hedge Replacement  
Adam W. Chapdelaine, Town Manager  
This was tabled until the August 4<sup>th</sup> meeting.
19. Discussion: Novus Agenda  
Steven M. Byrne, Chair

This was tabled until the August 4<sup>th</sup> meeting.

**Correspondence Received**

John L. Worden III, President Arlington Preservation Fund	Loan Approved for 39 Academy St. Window Replacement	Be Rec'd
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Patricia Peter 135 Thorndike Street	Daytime Parking Need	Be Rec'd
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Correspondence Received was tabled until the August 4<sup>th</sup> meeting.  
Mr. Dunn moved to adjourn at 7:40 p.m.

SO VOTED (3-0)

**Executive Session**

**The Selectmen voted to meet next Monday, August 4, 2014.  
Next scheduled meeting of BoS August 18, 2014.**

A true record: Attest

Mary Ann Sullivan  
Selectmen's Office

7/28/14

Agenda Item	Documents Used
3	Engineering recommendations; NSTAR petition - order and map; Abutters and NSTAR rep meeting notices
4	License application, Departmental Inspection Reports
15	Building Lease

\*The following are the Engineering recommendations/conditions set forth for the NSTAR approval:

1. Notification shall be provided to all abutters prior to the commencement of construction activities. This notification should summarize the activities of the project and detail potential impacts. Additional information shall be provided instructing abutters to forward questions and concerns regarding the project to the contractor or NSTAR Electric Company and shall include the appropriate contact information. A copy of this abutter notification shall be provided to the Town Engineer for approval prior to distribution to the public. The final distribution list shall include the Town of Arlington DPW Dispatch Office, Town of Arlington Town Manager's Office, and the Engineering Division.
2. The proposed conduit installation shall be located/installed so as not to impede future roadway improvements (i.e. curb adjustment, guardrail installation, water and sewer rehabilitation etc.). and where possible shall be located in the nearest proximity as possible with other NSTAR infrastructure.
3. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times.
4. Please be aware that there may be on-site utility infrastructure that is not shown on the Engineering Sketch and may be encountered in the field. If a conflict occurs between the proposed conduit installation and existing Town-Owned utility infrastructure, the Town Engineer shall be contacted directly to discuss an appropriate resolution.
5. The contractor should be aware that there may also be Town-Owned electric lines and or Fire Alarm lines in close proximity to this proposed work. It is the sole responsibility of the contractor to ensure that these utilities, if located within limits of this work, should be properly marked and protected during construction activities.
6. This work is proposed in close proximity to traffic signal infrastructure including mast arm foundation, pedestrian signal poles and the main signal controller box Street Signals. Care must be exercised when working around this infrastructure. It will be the responsibility of NSTAR to pay for any damages or repairs to the traffic signal system caused by this work,
7. All traffic markings that are disturbed by the proposed construction activities, will need to be replaced/restored in kind to the satisfaction of the Town Engineer.
8. The installation of the conduit will require additional permitting (Trench Permit and/or Street Occupancy Permit) through the Town of Arlington Engineering Division prior to the start of construction.
9. All disturbances to curbing, grass strips, sidewalk, walkways, and roadway surfaces should be repaired in kind and to the satisfaction of the Town of Arlington Engineering Division. If any existing brick sidewalk is proposed to be removed, it shall be removed and replaced in full-width and in accordance with all current ADA, AAB, & Town of Arlington Standards/Regulations.
10. All trenching in existing pavement shall be saw-cut and roadway trenches shall be reconstructed in accordance with the Standard Details and Specifications of the Arlington Engineering Division and the guidelines issued in Massachusetts DTE 98-22 Street Restoration Standards.
11. All work within the right of way shall require the contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be instituted in adherence to applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual on Uniform Traffic Control Devices. A pre-construction meeting is recommended to coordinate with other on-going projects in Town.
12. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices, such as silt fence and/or straw wattles. Any sediment that enters the Town drainage system as a result of this work will be the sole responsibility of the contractor to remove.
13. Equipment, staging, and stockpiles shall not be located or stored so as to interfere with intersection sight lines. The Town prefers that all materials & equipment be located no closer than 50' to an intersection where practical.



## **Town of Arlington, Massachusetts**

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**Approval: Date Change from July 26 to September 6, Inaugural Moonlight Beach Party and One Day Beer & Wine License**

### **ATTACHMENTS:**

Type	Description
<input type="checkbox"/> Backup Material	Request Letter

**TOWN OF ARLINGTON**

Joseph Connelly, Director of Recreation



**Recreation Division**

**PARK COMMISSIONERS**

Jen Rothenberg  
Shirley Canniff  
Jim Robillard  
Leslie Mayer  
Donald Vitters

July 18, 2014

Board of Selectmen  
Town Hall  
Massachusetts Avenue  
Arlington, MA 02476

Dear Board of Selectmen,

Arlington Recreation and the Arlington Park Alliance would like to change the date of the request for use of the Arlington Reservoir Beach for the inaugural Moonlight Beach Party. The event was scheduled to be held on Saturday, July 26<sup>th</sup>. The new proposed date is Saturday, September 6<sup>th</sup>. Ticket sales for the July 26<sup>th</sup> date were very low and we are hoping the new September date will allow more people to attend. Once again the purpose of the event is to raise funds and community awareness for our parks and open spaces.

Thank you for your consideration of this date change and support of this inaugural event.

Sincerely,

  
Joe Connelly  
Director of Recreation



## Town of Arlington, Massachusetts

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### Reappointment: Human Rights Commission

#### ATTACHMENTS:

Type		Description
	Cover Memo	Davison reappointment



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: July 3, 2014

TO: Board Members

SUBJECT: Reappointment to the Human Rights Commission

This memo is to advise the Board of Selectmen of my intent to reappoint Stacy Davison, 22 Churchill Ave, to a three year term to the Human Rights Commission with a term expiration date of 6/30/2017.

  
Town Manager



## OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

July 9, 2014

Stacy Davison  
22 Churchill Avenue  
Arlington, MA 02476

Re: Reappointment: Human Rights Commission

Dear Ms. Davison:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 28th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

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### Reappointment: Redevelopment Board

#### ATTACHMENTS:

Type		Description
	Cover Memo	West reappointment



Town of Arlington  
Office of the Town Manager

Adam W. Chapdelaine  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)

MEMORANDUM

DATE: June 25, 2014

TO: Board Members

SUBJECT: Reappointment to the Redevelopment Board

This memo is to request the Board's approval of my reappointment of Andy West, 5 Lincoln Street, having a term expiration date of 6/30/2017 with the Personnel Board.

A handwritten signature in cursive script that reads "Adam Chapdelaine".  
Town Manager

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

July 9, 2014

Andy West  
5 Lincoln Street  
Arlington, MA 02476

Re: Reappointment: Redevelopment Board

Dear Mr. West:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, July 28th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,  
BOARD OF SELECTMEN.

*Marie A. Krepelka*

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

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**Request: Contractor/Drainlayer License**

**ATTACHMENTS:**

Type	Description
 Backup Material	Engineering Memo, Application, Meeting Noticae

**Kurt Kelley**

RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON, MA 019  
JUL 9 11 45 AM '14

**From:** Kurt Kelley [kpkelley@town.arlington.ma.us]  
**Sent:** Thursday, July 03, 2014 11:10 AM  
**To:** 'Fran Reidy'  
**Cc:** 'Eileen Messina'  
**Subject:** Approved Contractor Application  
**Attachments:** A. Cardillo & Son.pdf

Hi Fran,

Attached please find a scan Application from A. Cardillo & Son, Inc. to become an Approved Drainlayer/Contractor with the Town. After a review of their Application and included Reference Letters, the Engineering Division recommends issuance of a License to A. Cardillo & Son, Inc. of Waltham, MA.

I will be placing a hardcopy of the Application and the Application Fee in interoffice mail for you, but didn't want to hold up adding this item to a future hearing agenda.

Have a great weekend!

Thanks,  
Kurt

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*Town of Arlington Department of Public Works  
Engineering Division  
51 Grove Street  
Arlington, MA 02476  
p. 781-316-3386  
f. 781-316-3281*

To apply for Street Occupancy/Trench Permits, please click [here](#)



# TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

## APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

**Directions:** Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

### Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☐ Sewer/Drain Inspection ☐ Driveway Work ☒ Curb/Sidewalk Work

### Applicant Information

Applicant/Firm Name: A. Cardillo & Son, Inc

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: \_\_\_\_\_

Street Address: 53 Midland Drive City/Town: Waltham State: MA

Primary Phone: 7818937047 E-mail: acardillo@cardillocorp.com

Length of Time in Business under the same Firm Name: 66 Years

Full Name(s) of Principal(s): Anthony G. Cardillo Jr. (President) Anthony G. Cardillo III ( Secretary)

Primary Contact Person: Anthony Cardillo III 781-858-9491

### Experience/Previous Work

Nature of Typical/Standard Work: Sewer and Water Services / Site Work / Site Development

Have you ever performed this type of work in Arlington: ☒ Yes ☐ No

If Yes, Please provide Location: See attached letter Approximate Date: \_\_\_\_\_

Total Amount of such construction this year: \$1,500,000

Total Amount of such construction last year: \$1,500,000

Total Amount of such construction next previous year: \$1,500,000

### Municipal References - Please Attach Written Reference Letters

Municipality: Town Of Watertown

Primary Contact Name: Jay Pelletier Email: jpelletier@watertown-ma.gov

Municipality: Town Of Belmont

Primary Contact Name: Dan Fitzgibbon Email: dfitzgibbon@belmont-ma.gov

Municipality: City Of Waltham

Primary Contact Name: John Meconiates Email: jmeconiates@city.waltham.ma.us

### Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Citizens Bank Adam Duffy Phone: 7818942650

Federal Tax ID or Social Security #: \_\_\_\_\_

*Note to Town Staff: Redact Social Security # before releasing document*

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

### Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reset Form

Print Form



GENERAL CONTRACTORS  
**CardilloCorp.com**

June 18, 2014

Board of Selectmen and Engineering Department  
Arlington, Massachusetts

Dear Ladies and Gentlemen:

A. Cardillo & Sons, Inc. (ACS) is a full service general contracting firm that focuses on excavation and site development. Our third-generation family owned and operated company has been serving the Greater Boston area since 1948. In the sixty-six years since our inception, we have performed thousands of successful projects – collaborating closely with owners to ensure the jobs are finished on time and on budget.

In the 1980s and '90s, ACS had a strong customer base in Arlington. We were bonded to work in the Town and performed dozens of projects through the years where we worked closely with Inspector Victor Roberto. A small sampling of our Arlington projects include:

Subdivisions:

- Crosby Drive (Sullivan & Dempsey)
- Shelley Road (Sullivan & Dempsey)

Utility Work:

- Mirak Property on 420 Mass Ave. We crossed Mass Ave with new water utilities
- Various sewer and water services throughout the town

Site Development:

- Bowes Realty Main Office 110 Mass Ave.
- Lyons Fuel Home Office and Garage 6 Dudley St.

More recently, our customers stopped working in Arlington, limiting our opportunities to work in the Town. We have been awarded a small water service relay for a customer and, as the economy continues to rebound, we anticipate additional work coming up in the Town. We are seeking your approval for bonding and hope to revive our strong working relationship with the Town of Arlington.

If you have any questions or require additional information, please do not hesitate to contact me at 781.858.9491. We look forward to hearing from you.

Sincerely,

Anthony Cardillo  
A. Cardillo & Sons, Inc.



## OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

July 9, 2014

Anthony Cardillo III  
A. Cardillo & Sons, Inc.  
53 Midland Drive  
Waltham, MA 02451

Dear Mr. Cardillo:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, July 28<sup>th</sup> in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. The meeting begins at 7:15 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,  
BOARD OF SELECTMEN

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

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**Request: Contractor/Drainlayer License**

**ATTACHMENTS:**

Type	Description
 Backup Material	Engineering Memo, Application, Meeting Notice

**Kurt Kelley**

**From:** Kurt Kelley [kpkelley@town.arlington.ma.us]  
**Sent:** Monday, July 07, 2014 8:40 AM  
**To:** 'FREidy@town.arlington.ma.us'  
**Cc:** 'Eileen Messina'  
**Subject:** RE: (Archive Copy) Re: Approved Contractor Application  
**Attachments:** Elecnor Hawkeye, LLC.pdf

Hello Again,

They just keep coming – everybody wants to work in Arlington!

Attached please find a scan of another Application to become an Approved Drainlayer/Contractor with the Town that I recently received from Elecnor Hawkeye, LLC. After a review of their Application and included Reference Letters, the Engineering Division recommends issuance of a License to Elecnor Hawkeye, LLC of Hauppauge, NY.

I will be placing a hardcopy of the Application and the Application Fee in interoffice mail for your use.

Thanks,  
Kurt



# TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

## APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

### Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☐ Water ☐ Sanitary Sewer ☐ Stormwater Drainage ☐ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

### Applicant Information

Applicant/Firm Name: ELECHOR HAWKEYE, LLC

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: \_\_\_\_\_

Street Address: 100 Marcus Blvd, Suite 1 City/Town: HAUPPAUGE State: NY

Primary Phone: 781-340-0555 E-mail: ISILVERMAN@ELECHORHAWKEYE.LLC.COM

Length of Time in Business under the same Firm Name: 1 Year

Full Name(s) of Principal(s): N/A

Primary Contact Person: LEWIS SILVERMAN, DIRECTOR NE OPERATIONS

### Experience/Previous Work

Nature of Typical/Standard Work: HDD ELECTRICAL CONTRACTOR FOR NSTAR

Have you ever performed this type of work in Arlington: ☐ Yes ☒ No

If Yes, Please provide Location: N/A Approximate Date: \_\_\_\_\_

Total Amount of such construction this year: \$ 100k ±

Total Amount of such construction last year: \$ 100k ±

Total Amount of such construction next previous year: \$ 100k ±

### Municipal References - Please Attach Written Reference Letters

Municipality: TOWN OF YARMOUTH, MA

Primary Contact Name: RICHARD AUSTIL Email: RAUSTIL@YARMOUTH.MA.US

Municipality: TOWN OF FALMOUTH, MA

Primary Contact Name: SCOTT SCHULTZ Email: SSCHULTZ@FALMOUTH.MA.US

Municipality: TOWN OF HANWICH, MA

Primary Contact Name: CHRIS NICKERSON Phone: 508-430-7555

### Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: SANTANDER BANK, ROBERT MASON Phone: 860-465-5755

Federal Tax ID or Social Security #:

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

### Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: L. Silverman Date: 5/27/14

Reset Form

Print Form

## OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

July 9, 2014

Irving Silverman  
Elecnor Hawkeye, LLC  
100 Marcus Blvd., Suite 1  
Hauppauge, NY 11788

Dear Mr. Silverman:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, July 28<sup>th</sup> in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. The meeting begins at 7:15 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,  
BOARD OF SELECTMEN

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

---

**Request: Contractor/Drainlayer License**

**ATTACHMENTS:**

Type	Description
 Backup Material	Engineering Memo, Application, Meeting Notice

**From:** "Kurt Kelley" <kpkelley@town.arlington.ma.us>  
**To:** "Fran Reidy" <FReidy@town.arlington.ma.us>  
**Cc:** "Eileen Messina" <EMessina@town.arlington.ma.us>  
**Date:** 07/23/2014 08:05 AM  
**Subject:** Approved Contractor Application

---

Good morning,

Attached please find a scan of an application we recently received from a contractor hoping to become a Licensed Drainlayer/DPW Approved Contractor here in Town. Based on a review of their application and a check with their provided references, the Engineering Division recommends that the Board of Selectmen issue a license to A.P. Services, Co., Inc. of Waltham, MA.

I will be placing the original application and their \$75 application fee into interoffice mail for you this morning. Please let me know if there is anything else I can provide to you or the Board.

Thanks,

Kurt

---

*Town of Arlington Department of Public Works*

*Engineering Division*

*51 Grove Street*

*Arlington, MA 02476*

*p. 781-316-3386*

*f. 781-316-3281*

To apply for Street Occupancy/Trench Permits, please click [here](#)



# TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

## APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

**Directions:** Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

### Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☐ Water ☐ Sanitary Sewer ☐ Stormwater Drainage ☐ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

### Applicant Information

Applicant/Firm Name: A.P. SERVICES CO INC

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other:

Street Address: 1114 MAIN ST City/Town: Waltham State: MA

Primary Phone: 781-899-9188 E-mail: TPIANtedosi@yahoo

Length of Time in Business under the same Firm Name: 23

Full Name(s) of Principal(s): ANTHONY J - SUSAN M. PIANtedosi

Primary Contact Person: ANTHONY J. PIANtedosi

### Experience/Previous Work

Nature of Typical/Standard Work: DRIVEWAY PAVING - CONCRETE SIDE WALKS

Have you ever performed this type of work in Arlington: ☒ Yes ☐ No

If Yes, Please provide Location: Various town Sidewalks Approximate Date: 80's

Total Amount of such construction this year: I held the concrete side walk Reconstruction

Total Amount of such construction last year: FOR OVER 5 YRS. I ALSO RAISED ROAD CASTINGS

Total Amount of such construction next previous year: held that contract for 4 yrs

### Municipal References - Please Attach Written Reference Letters

Municipality: CITY OF WALTHAM 781-314-3800

Primary Contact Name: Michael Chaisson Email: MChaisson@CityWaltham

Municipality: TOWN OF WATERTOWN / TOWN OF WESTWOOD - MA. US

Primary Contact Name: Email: bryawatow@hall-westwood

Municipality: TOWN OF BELMONT - 617-993-2880 781-320-1038 • MA. US

Primary Contact Name: DAN FITZGIBBON Email: dFitzgibbon@belmont-ma.gov

### Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: CITIZENS BANK Phone:

Federal Tax ID or Social Security #:

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

### Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: [Signature] Date: 6-11-14

Reset Form

Print Form



## OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREEBLEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

July 23, 2014

Anthony Piantedosi  
A. P. Services Co., Inc.  
114 Main Street  
Waltham, MA 02451

Dear Mr. Piantedosi:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, July 28<sup>th</sup> in the Selectmen's Chambers, Town Hall, 2<sup>nd</sup> Floor. The meeting begins at 7:15 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## **Town of Arlington, Massachusetts**

---

**Approval: Regent Theatre, New England Reunion Concert, Beer & Wine License**

**ATTACHMENTS:**

Type	Description
Backup Material	One Day License Application
Backup Material	Security Plan

# OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

## **SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION PACKET**

### **REGENT THEATRE SPECIAL (ONE-DAY) LIQUOR LICENSE INSTRUCTIONS:**

- Organizers of any event requiring a one-day “special” liquor license must comply with the Town of Arlington rules and regulations and both the relevant statutory and regulatory requirements, which can be found on the website of the Alcoholic Beverages Control Commission.

See <http://www.mass.gov/abcc/administration>.

If necessary, organizers should consult private counsel to ensure compliance with these legal requirements.

- Event Organizers must complete and submit a **Special (One-Day) Liquor License Application Packet** to the Regent Theatre for each event (see below).
- The **Regent Theatre must file the paperwork** along with the \$25.00 fee amount with the Selectmen’s Office 21 days before the proposed event. The ABCC shall permit no more than a total of 30 days of a Special License per calendar year.
- The Selectmen’s Office will contact the Regent Theatre *if* the license event is disapproved at the below address:  
**REGENT CONTACT NAME & ADDRESS:**     Leland Stein, Regent Theatre, 7 Medford St., Arlington, MA 02474

- 
- Upon approval, the Selectmen’s Office will send the One-Day License along with any other terms and conditions set forth by the Selectmen to the Regent Theatre.

## OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

### SPECIAL (ONE-DAY) LIQUOR LICENSE POLICY

APPROVED: 6/7/10

REVISED: 4/12/12

1. A one-day "special" license for the sale of **wine & malt only beverages** may be granted to the responsible manager of any indoor or outdoor (see #2) activity or enterprise. A one-day "special" license for the sale of **all alcoholic beverages** may be granted to the responsible manager of any non-profit organization conducting any indoor or outdoor (see #2) activity or enterprise.
2. Sale and consumption are limited to inside of the premises. Unless otherwise voted by the Board of Selectmen ("Board"), outside consumption is prohibited. If allowed by Board vote, outdoor sale and consumption may occur only in a defined outside area away from public ways.
3. Consistent with Section 14 of Massachusetts General Laws Chapter 138, a responsible manager and alternate should be named by the organization, one of whom shall be on the premises at all times during the day(s) in question. The responsible manager must be at least 21 years of age. The name(s) and 24-hour contact information shall be on file with the Office of the Board of Selectmen and Police Services Division.
4. The Local Licensing Authority (Board of Selectmen) may impose reasonable conditions and limitations on any special license that is granted, including but not limited to the hours of operation and the presence of a police detail(s).
5. **Security.** The applicant must present a security plan to the Arlington Police Department before filing this application. This security plan must include provisions for:
  - crowd control,
  - dealing with unruly patrons,
  - emergency evacuations,
  - traffic/parking considerations, and
  - controlling access to alcohol by underaged persons.

Unless circumstances warrant otherwise, the security plan will require one police officer for an event that 150 people are expected to attend and two officers for an event that 300 or more people are expected to attend. *The Chief of Police, Operations Commander, or their designee (see attached Town Hall Events-Bar Requirements Sheet) must sign off on*

*this application as to the security plan for the event **before** the application is filed with the Board of Selectmen.* Moreover, applicants must demonstrate that people who will be serving alcoholic beverages are at least 21 years of age and that at least one person who will be staffing each point of service of alcoholic beverages has certification in TIPS or comparable safety training.

6. Unless otherwise voted by the Board of Selectmen, each special license shall cover a single activity or enterprise.
  - a. A special license generally is granted for a single day only. The special license may be granted for more than one day at a time **only** if the activity or enterprise spans more than one day.
  - b. The fee for a special license shall be charged on a per-day basis.
7. The Board reserves the right to decline to consider any application filed later than 21 days before the proposed event. The Board may require the filing of references by the applicant at its discretion.
8. Organizers of any event requiring a one-day "special" liquor license must comply with state statutory and regulatory requirements, which can be found on the website of the Alcoholic Beverages Control Commission: [WWW.MASS.GOV/ABCC](http://WWW.MASS.GOV/ABCC). See Chapter 138, Section 14, of the Massachusetts General Laws and 204 C.M.R. 7.00. If necessary, organizers should consult private counsel to ensure compliance with these legal requirements.

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

**SPECIAL (ONE-DAY) LIQUOR LICENSE APPLICATION**  
**(TO BE FILLED OUT BY EVENT REQUESTOR)**

Name of Applicant: REGENT THEATRE

Address, phone & e-mail contact information: REGENT THEATRE, ATTN: LELAND STEIN, 7  
MEDFORD ST., ARLINGTON, MA 02474, 617-694-6612, lstein@regenttheatre.com

Name & address of Organization for which license is sought: SAME AS ABOVE.

Does this Organization hold nonprofit status under the IRS Code? ☒ No

Name of Responsible Manager of Organization (if different from above):

---

Address, phone & e-mail contact information: SAME AS ABOVE

---

Has the Applicant or Organization applied for and/or been granted a special liquor license this  
calendar year? YES If so, please give date(s) of special licenses and/or applications and title of  
event(s). BOS HAS ON FILE \_\_\_\_\_

---

Is this event an annual or regular event? If so, when was the last time this event was held and at what  
location? NO\_

24-Hour contact number for Responsible Manager on Event date: 617-694-6612

Title of Event: NEW ENGLAND REUNION CONCERT

Date/time of Event: FRIDAY AUGUST 15<sup>TH</sup>, 7PM

Location of Event: REGENT THEATRE

Location/Event Coordinator: LELAND STEIN

Method(s) of invitation/publicity for Event: REGENT EMAIL, SOCIAL MEDIA, PRINT MEDIA

Number of people expected to attend: 200

Expected admission/ticket prices: \$28 & \$38

Expected prices for food and beverages (alcoholic and non-alcoholic): \$5 PER 12 OZ. CUP OF BEER OR 4 OZ. CUP OF WINE. \$2 FOR BOTTLED WATER

Will persons under age 21 be on premises? UNKNOWN.

If "yes," please detail plan to prevent access of minors to alcoholic beverages. PATRONS WILL BE CARDED / ASKED TO PRESENT VALID I.D. TO MAKE SURE THEY ARE 21 AND OLDER. ONLY ONE DRINK PER CUSTOMER PER VISIT TO THE BAR. HANDS WILL BE STAMPED OR WRISTBANDS GIVEN AFTER I.D. IS CHECK AND APPROVED.

Have you consulted with the Department of Police Services about your security plan for the Event? YES.

---

*For Police Chief, Operations Commander, or designee:*

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

\_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_  
*Printed name/title*

POLICE COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol "one day" licenses are available only to nonprofit organizations.)  
\_JUST BEER AND WINE

What types of food and non-alcoholic beverages do you plan to serve at the Event? TYPICAL MOVIE THEATER CONCESSIONS: POPCORN, CANDY, SOFT DRINKS

Who will be responsible for serving alcoholic beverages at the Event? NICHOLAS WRIGHT OR OTHER T.I.P.S. CERTIFIED BARTENDERS

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.  
\_TIPS CERTIFICATION OR OTHER GOVERNMENT APPROVED CERTIFICATION.  
(BOS HAS MR. WRIGHT'S CERTIFICATION ON FILE).

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

NICHOLAS WRIGHT. DOB ON FILE, BUT CAN BE PROVIDED IF NECESSARY. IF ALTERNATE BARTENDER IS USED, REGENT WILL PROVIDE NAME, DOB, AND PROOF OF CERTIFICATION.

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Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: [www.mass.gov/abcc](http://www.mass.gov/abcc)) \_HARPOON BEVERAGES FOR BEER, HUB WINE CORP FOR WINE

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?  
\_Arrangements will be made to have excess alcohol transported from the premises and returned to the distributor prior to the expiration date and time of any special alcohol license issued for this event.

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) BOS HAS ON FILE.

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**Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.**

**I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:**

Signature:\_ON FILE

Printed name: LELAND STEIN

Printed title & Organization name: REGENT THEATE

Email: LSTEIN@REGENTTHEATRE.COM





7/25/14

**Security Plan for “New England Reunion Concert” Friday, August 15th, 2014**

- 1) Beer & wine sold in one clearly designated area in the back of the theatre
- 2) There are at least two people on duty at “bar” area
  - a) Bartender (TIPS certified)
  - b) Seller/Cashier (everyone must show ID and only one drink can be sold to that person)
  - c) Manager on duty who checks in on the bar area throughout the night
  - d) All have cell phones in case of a problem.
- 3) Public admitted to the theatre no sooner than 30 to 60 minutes before show time. Beer & wine sold from that period to the end of intermission (approx. 2-2.5 hours only), well before the actual ending of the event.
- 4) Liquor can only be consumed in the main theatre area.
- 5) We serve 12oz beers and 4oz wines.
- 6) Regent Co-owners Leland Stein and/or Rick Stavros are on duty and available for all shows.
- 7) If co-owners are not available, a bouncer/security person will be stationed in the bar area
- 8) In case of a problem, the server or seller is to contact person on duty/security.
- 9) In the case of an emergency they are to call the police.
- 10) Both the seller and the bartender have been instructed and trained to refuse selling or serving alcohol to anyone they have determined to have been drinking excessively outside the premises before the event, or during the event itself.
- 11) Ticket holders will be instructed to park in the municipal lot across the street or street parking where available.
- 12) There will be announcement at start of event pointing out emergency exits, and procedures for an emergency evacuation.
- 13) If no police detail present, the Regent Manager will make sure crowd is orderly on sidewalk and not spilling out into the street, through the use of Private Security.
- 14) If police detail present and the bar area is crowded, management will request a police officer to be as close to bar area as possible.
- 15) When advance ticket sales warrant it, a police detail will be hired for security. Otherwise, Regent management will provide security.
- 16) A police detail will be hired by the event organizer if 150 or more patrons are expected; two police details if more than 300. (We are expecting around 200-250 for this event, so please schedule one detail)




## Town of Arlington, Massachusetts

---

**Appointment: Constable**

**ATTACHMENTS:**

Type	Description
 Backup Material	Helton application, meeting notice

**TOWN OF ARLINGTON**  
**APPLICATION FOR APPOINTMENT AS CONSTABLE**

I HEREBY APPLY FOR APPOINTMENT TO THE POSITION OF CONSTABLE IN THE TOWN OF ARLINGTON IN ACCORDANCE WITH THE PROVISIONS OF THE GENERAL LAWS OF MASSACHUSETTS, CHAPTER 41, SECTION 91B.

PLEASE PRINT OR TYPE:

1. NAME TINA M. HELTON
2. HOME ADDRESS 4 Daniels Street, Apt. 2, Arlington, MA 02476
3. MAILING ADDRESS N/A  
(if different) \_\_\_\_\_
4. Daytime No: 857-472-3171 Evening No: same Mobile No: same
5. LIST RESIDENTIAL ADDRESSES FOR THE PAST FIVE YEARS:  
above ADDRESS FOR PAST 11 years  
\_\_\_\_\_  
\_\_\_\_\_
6. SOCIAL SECURITY NO. \_\_\_\_\_  
→Note to Board staff: redact Social Security No. before releasing document
7. PLACE OF BIRTH St. Elizabeth's Hospital, Brighton, MA  
(If the place of birth is outside of the United States, proof of United States citizenship may be required)
8. PHYSICAL CHARACTERISTICS: Attach a copy of a picture ID.  
→Note to Board staff: redact Driver's License/ID No. before releasing document
9. HAVE YOU EVER BEEN CONVICTED, IN ANY JURISDICTION, OF ANY FELONY AND/OR MISDEMEANOR? Yes ( ) No ☒
10. IF YOUR RESPONSE TO QUESTION 9 IS "YES," PLEASE DESCRIBE BRIEFLY, INCLUDING A REFERENCE TO THAT JURISDICTION IN WHICH THE CRIMINAL PROSECUTION RESULTING IN YOUR CONVICTION WAS UNDERTAKEN:  
N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. HAVE YOU EVER BEEN APPOINTED OR ELECTED AS A CONSTABLE IN ANY CITY OR TOWN IN THE COMMONWEALTH OF MASSACHUSETTS?

YES ( ) or NO (X) [check one]

12. IF THE RESPONSE ABOVE IS "YES," PLEASE STATE THE DATE OF APPOINTMENT OR ELECTION AND THE TERMS OF OFFICE IN WHICH YOU SERVED AS CONSTABLE

13. HAVE YOU EVER BEEN DENIED AN APPOINTMENT AS A CONSTABLE?

YES ( ) or NO (X) [check one]

14. IF "YES" GIVE THE DATE, THE CITY/TOWN OF DENIAL, AND A DETAILED EXPLANATION/REASON FOR THE DENIAL.

EACH APPLICATION FOR APPOINTMENT AS CONSTABLE MUST CONTAIN A STATEMENT AS TO THE MORAL CHARACTER OF THE APPLICANT TO BE SIGNED BY AT LEAST FIVE REPUTABLE CITIZENS OF THE CITY OR TOWN OF HIS OR HER RESIDENCE, ONE OF WHOM SHALL BE AN ATTORNEY-AT-LAW. PLEASE PROVIDE THOSE SIGNATURES IN THE APPROPRIATE SPACE BELOW. ATTORNEYS: PLEASE PROVIDE BAR REGISTRATION INFORMATION.

TO THE SELECTMEN OF THE TOWN OF ARLINGTON: THE APPLICANT Tina M. Nelson IS OF SUFFICIENT MORAL CHARACTER TO WARRANT APPOINTMENT TO THE POSITION OF CONSTABLE OF THE TOWN OF ARLINGTON.

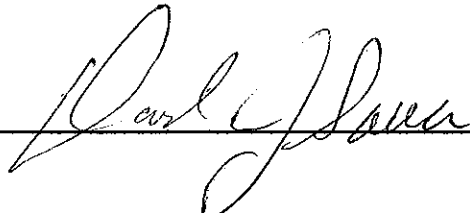
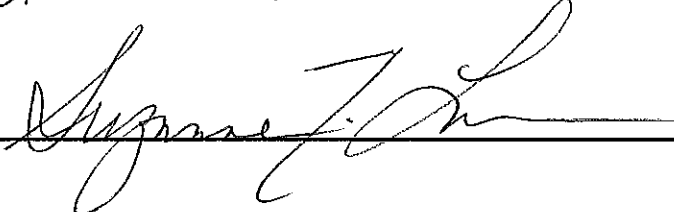
PRINT LEGIBLY OR TYPE:

NAME	SIGNATURE	ADDRESS	DAY/NIGHT TEL. #S	OCCUPATION
1.	<i>[Signature]</i>	357 Appleton St, Arl	781-646-1646	FIELD SERVICE COORDINATOR
2.	<i>[Signature]</i>	16 DICKENS AVE Arl	781-316-0027	Constable
3.	<i>[Signature]</i>	382 mass Ave Arl, MA	781-646-8578	Retired N. Sacam + Sons
4.	<i>[Signature]</i>	2 Daniels St, Arl	781-646-7815	Mass Dept. Sec.
5.	<i>[Signature]</i>	7 Winter St, Arl, MA	781-643-9701	Attorney

02474

**TO THE SELECTMEN OF THE TOWN OF ARLINGTON :**

**The applicant, Tina M. Helton, is of sufficient moral character to warrant appointment to the position of Constable of The Town of Arlington. She has resided in the Town since 2003.**

1. WILLIAM CORBET
2. 
3. Mary G. Cooper
4. Rebecca A. Doremus
5. 

### **BONDING IS REQUIRED FOR THIS APPOINTMENT**

All appointments to the position of Constable in the Town of Arlington are subject to the appointee immediately upon appointment obtaining a surety bond in the maximum amount specified in M.G.L. Chapter 41, Section 92, which said bond be board of selectmen, and that said bond be filed in the office of the Town Clerk. This surety bond must be kept in full force and effect during the term of office.

### **INVESTIGATION**

M.G.L. Chapter 41, Section 91B, requires the appointing authority to conduct an investigation into the character and reputation all Applicants for appointment to the position of constable. Consequently, all applicants shall be required to submit to the Town of Arlington Chief of Police such information as may be reasonably required to conduct that investigation on behalf of the Board of Selectmen for the Town of Arlington. The signature below of the Chief of Police or designee indicates completion of such investigation and agreement that the applicant is of sufficient moral character and good repute to be qualified to be appointed a Constable within the Town of Arlington.

In addition, all applicants recommended for appointment to the Board of Selectmen by the Chief of Police after his investigation shall be required to appear personally before the Board of Selectmen for an interview.

  
\_\_\_\_\_  
**POLICE CHIEF (or designee)**

07/07/14  
**DATE**

### **CRIMINAL HISTORY**

The applicant is to submit Board of Probation and driver history check.

By signing and submitting this application, the applicant acknowledges that the powers and duties of Constables in the Town of Arlington are governed by Sections 91A through 95B of Chapter 41 of the Massachusetts General Laws and agrees to comply with these and all other applicable legal requirements.

The facts submitted on this application are made under oath and any false statements will be cause for revocation of appointment or re-appointment.

July 11, 2014  
**DATE**

  
\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss

On this 11 day of July, <sup>2014</sup>~~2011~~, before me, the undersigned notary public,  
personally appeared TINA M. Helton,

- ☒ Personally known to me, or  
☐ Proved to me through satisfactory evidence of identification, which was  
☐ A drivers' license  
☐ Other: \_\_\_\_\_

to be the person who signed the preceding or attached document in my presence, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of her knowledge and belief.

(SEAL)

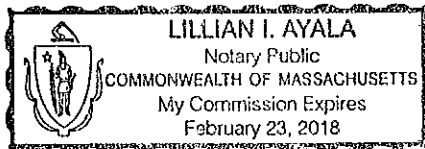
Notary Public

(Printed Name)

My commission expires:

Lillian I Ayala

Feb 23, 2018



AUTHORITY FOR RELEASE OF INFORMATION  
OFFICE OF THE BOARD OF SELECTMEN

Date

July 11, 2014

I,

Frank M. Helton

born on

June 7, 1956

having filed an application for appointment as a Constable with the Town of Arlington, consent to have an investigation made as to my moral character, reputation and fitness for the position to which I have applied and such information as may be received, reported to the appointing authority. I agree to give any further information that may be required in reference to my past record.

I also authorize and request, every person, firm, company, corporation, governmental agency, court association or institution having control of any documents, records and/or other such information pertaining to me, to furnish to the Office of the Board of Selectmen, Town of Arlington, any such information including documents, records, files regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit Office of the Board of Selectmen or any of its agents or representatives to inspect and make copies of such documents records and other information.

I hereby release, discharge and exonerate the Office of the Board of Selectmen, its agents and representatives and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspections of such documents, records and other information or the investigations made by or in behalf of the Office of the Board of Selectmen, Town of Arlington.

I understand that this agency abides by the Federal Confidentiality Regulations, which protect the confidentiality of my records, and that certain information contained therein cannot be disclosed without written consent unless otherwise provided for in the regulations

This authority shall continue for three years unless sooner revoked in writing by the undersigned.

M. Sullivan

Witness Signature

Witness Address

Applicant Signature

4 Daniels St. Arlington, MA 02476

Applicant Address

Applicant SS#

→Note to Board staff: redact Social Security No.  
before releasing document

16KK61

Applicant Vehicle Registration Number

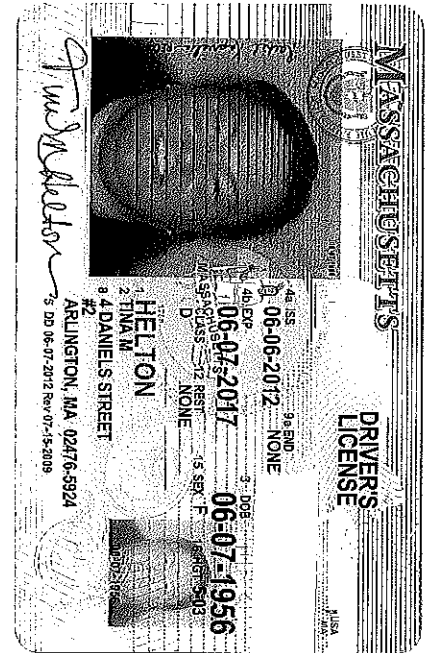
FRANK HELTON

Father's Name

Amendola

Mother's Maiden Name





WISHWE WERE HERE @HOTMAIL.COM

Tina Helton

# OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

July 17, 2014

Tina M. Helton  
4 Daniels Street, Apt. 2  
Arlington, MA 02476

Re: Appointment: Constable

Dear Ms. Helton:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, July 28th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

---

**Request: Change of Manager-Wine & Malt License**

**ATTACHMENTS:**

Type

Description

📎 Cover Memo

Police, fire, Building and Planning Inspection reports; Zocalo application

## ARLINGTON POLICE DEPARTMENT

**Frederick Ryan**  
Chief of Police



POLICE HEADQUARTERS  
112 Mystic Street  
Telephone 781-316-3900

*Town of Arlington*  
MASSACHUSETTS 02474

July 22, 2014

On Tuesday, July 22, 2014 at 9:30 AM, I called and spoke with Ricardo Ramos regarding this application for a Change of Beer and Wine License for the Zocalo Cocina Mexicana restaurant, located at 203A/B Broadway. Mr. Ramos stated that he is the owner but the beer and wine license was held by one of his managers. Mr. Ramos stated that he is now taking over the beer and wine license for the restaurant.

I advised Mr. Ramos that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Change of Beer and Wine License for Zocalo Restaurant.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Edward DeFrancisco".

Detective Edward DeFrancisco

*"Proactive and Proud"*

RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON, VA 22204  
JUL 18 4 33 AM '14

**BOARD OF SELECTMEN  
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, 7/23/14  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 203A/B Broadway  
Applicant's Name: Ricardo Ramos - Zocalo LLC  
D/B/A: Zocalo Cocina Mexicana  
Telephone: 781 643-2299  
Department: Sent Interoffice Mail & E-mail

Date: 7/15/14

---

**MEETING DATE 7/28/14**

Inspected By:

Departments: Beer & Wine License-Change of Manager

Police  
Fire  
Board of Health  
Building  
Planning

Comments by each Division or Department:

SMOKE/CO/HEAT  
DETECTORS ALL  
HARDWIRED AND  
INTERCONNECTED  
PER CODE

ARLINGTON FIRE DEPT.  
REVIEWED: Capt AJ Shyne  
DATE: 7/17/14

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

**BOARD OF SELECTMEN  
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, 7/23/14  
**ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.**

Location: 203 A/B Broadway  
Applicant's Name: Ricardo Ramos - Zocalo LLC  
D/B/A: Zocalo Cocina Mexicana  
Telephone: 781 643-2299  
Department: Sent Interoffice Mail & E-mail Date: 7/15/14

**MEETING DATE 7/28/14**

Inspected By:

Departments: Beer & Wine License-Change of Manager

Police  
Fire  
Board of Health  
Building  
Planning

Comments by each Division or Department:

Inspectional Services has no objection to the Change of Manager for this Beer & Wine License

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

## BOARD OF SELECTMEN

### TOWN OF ARLINGTON - INSPECTION REPORT

Report is due at the Office of the Board of Selectmen by, 7/23/14

#### ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 203A/B Broadway

Applicant's Name: Ricardo Ramos - Zocalo LLC

D/B/A: Zocalo Cocina Mexicana

Telephone: 781 643-2299

Department: Sent Interoffice Mail & E-mail

Date: 7/15<sup>23</sup>/14

#### MEETING DATE 7/28/14

Inspected By: *Ted Fields 7.23.2014*

Departments: Beer & Wine License-Change of Manager

Police

Fire

Board of Health

Building

Planning

#### Comments by each Division or Department:

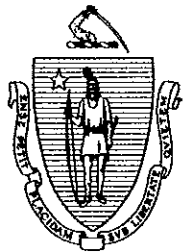
The business proposed for this site is a 2000 square foot restaurant selling Mexican food for consumption on and off the premises. There is proposed seating for 18 patrons with no assigned on-street parking and three off-street parking spaces. It is a small enterprise serving the residential neighborhoods surrounding the Broadway corridor(zone B2). It is an appropriate type of business for this setting.

The Dept. of Planning and Community Development has no objection to the amendment of the establishment's Beer & Wine License as requested.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
*239 Causeway Street*  
*Boston, MA 02114*  
*[www.mass.gov/abcc](http://www.mass.gov/abcc)*

**PETITION FOR CHANGE OF LICENSE**

003000037

ABCC License Number

Arlington

City/Town

The licensee Zocalo LLC respectfully petitions the Licensing Authorities to approve the following transactions:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Change of Manager                                    | <input type="checkbox"/> Alteration of Premises |
| <input type="checkbox"/> Pledge of License/Stock   | <input type="checkbox"/> Cordial & Liqueurs     |
| <input type="checkbox"/> Change of Corporate Name/DBA                                    | <input type="checkbox"/> Change of Location     |
| <input type="checkbox"/> Change of License Type (\$12 ONLY, e.g. "club" to "restaurant") |   |

☒ Change of Manager

Last-Approved Manager:

Janet Federico

Requested New Manager:

Ricardo Ramos

☐ Pledge of License /Stock

Loan Principal Amount: \$

Interest Rate:

Payment Term:

Lender:

☐ Change of Corporate Name/DBA

Last-Approved Corporate Name/DBA:

Requested New Corporate Name/DBA:

☐ Change of License Type

Last-Approved License Type:

Requested New License Type:

☐ Alteration of Premises: (must fill out attached financial information form)

Description of Alteration:

☐ Change of Location: (must fill out attached financial information form)

Last-Approved Location:

Requested New Location:

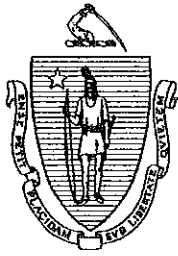
Signature of Licensee

(If a Corporation/LLC, by its authorized representative)

Date Signed

6/26/2014





*The Commonwealth of Massachusetts*  
**Alcoholic Beverages Control Commission**  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**MANAGER APPLICATION**

All proposed managers are required to complete a Personal Information Form,  
and attach a copy of the corporate vote authorizing this action and appointing a manager.

**1. LICENSEE INFORMATION:**

Legal Name of Licensee: Zocalo LLC Business Name (dba): Zocalo Cocina Mexicana  
Address: 203 A/B Broadway  
City/Town: Arlington State: MA Zip Code: 02474  
ABCC License Number: 003000037 Phone Number of Premise: 781-643-2299  
(If existing licensee)

**2. MANAGER INFORMATION:**

A. Name: Ricardo Ramos B. Cell Phone Number: 617-504-7222  
C. List the number of hours per week you will spend on the licensed premises: 40 Hrs.

**3. CITIZENSHIP INFORMATION:**

A. Are you a U.S. Citizen: Yes ☒ No ☐ B. Date of Naturalization: [REDACTED] C. Court of Naturalization: [REDACTED]  
(Submit proof of citizenship and/or naturalization such as U.S. Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)

**4. BACKGROUND INFORMATION:**

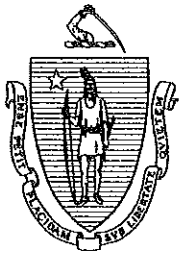
A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes ☐ No ☒  
If yes, please describe:   
B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes ☐ No ☒  
If yes, please describe:   
C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes ☒ No ☐  
If yes, please describe: Zocalo Back Bay 35 Stanhope St. Boston, MA 02116  
D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):  
Zocalo Arlington 15 years  
Zocalo Back Bay 4 years  
Zocalo Andale 10 years

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature

Date

06/22/14



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**PERSONAL INFORMATION FORM**

Each individual listed in Section 10 of this application must complete this form.

**1. LICENSEE INFORMATION:**

A. Legal Name of Licensee	Zocalo LLC	B. Business Name (dba)	Zocalo Cocina Mexicana
C. Address	203A/B Broadway	D. ABCC License Number (If existing licensee)	003000037
E. City/Town	Arlington	State	MA Zip Code 02474
F. Phone Number of Premise	781-643-2299	G. EIN of License	[REDACTED]

**2. PERSONAL INFORMATION:**

A. Individual Name	Ricardo Ramos	B. Home Phone Number	617 504-7222
C. Address	336 Commonwealth Ave 4/R.		
D. City/Town	Boston	State	MA Zip Code 02115
E. Social Security Number	[REDACTED]	F. Date of Birth	[REDACTED]
G. Place of Employment	Zocalo		

**3. BACKGROUND INFORMATION:**

Have you ever been convicted of a state, federal or military crime?

Yes ☐ No ☒



If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

**4. FINANCIAL INTEREST:**

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

[Empty box for financial interest description]

**IMPORTANT ATTACHMENTS (8):** For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.

\*If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature

[Signature]

Date

06/23/14

Title

President

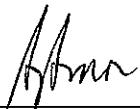
(If Corporation/LLC Representative)

**Resolution - Authorizing Change of Manager for Zocalo, L.L.C.**

WHEREAS, the members of Zocalo, L.L.C. (LLC) deem it to be for the best interests of this LLC to change the manager of the restaurant for purposes of the beer and wine license from the Town of Arlington;

RESOLVED, that the manager of this LLC be authorized, empowered and directed to take such steps as she may deem necessary or proper to change the manager from Janet Federico to Ricardo Ramos.

DATED: 6/26/2014

By: \_\_\_\_\_  
Armida Amor





## **TRANSPORTATION ADVISORY COMMITTEE**

Arlington Planning Department, 730 Mass Ave,  
Arlington MA, c/o Laura Wiener

**To:** Board of Selectmen, Arlington, Mass

**From:** Transportation Advisory Committee (TAC)

**Subject:** Jason Street Concerns

**Reference:** Vote by the Board of Selectmen - May 14, 2012

**Date:** June 26, 2014

After consideration of the Board's request as specified in the referenced letter, on May 14, 2014, the TAC unanimously voted these Recommendations (Phase 1) for the Board of Selectmen's consideration:

### **RECOMMENDATIONS - Phase 1**

\* DPW to install curb extensions at intersection of Jason Street/Brantwood Road

\* All crosswalks to be painted as soon as possible

- Jason/Spring
- Jason/Menotomy Rocks Park (Brantwood)
- Jason/Woodland
- Jason/Norfolk
- Jason/Gray
- Jason/Irving

\* Install seasonal pedestrian warning bollard at Menotomy Rocks Park crosswalk

\* Add advance crosswalk warning signs on Jason Street:

- in both directions at Woodland street
- in both directions at Menotomy Rocks Park crosswalk
- Northbound on Jason between Gray & Irving

#### **Transportation Advisory Committee Members:**

Wayne Chouinard, John Hurd, Jeff Maxtutis (Vice-Chair), Marjorie Moores, Howard Muise (Co-Chair), Officer Corey Rateau, Jeanette Rebecca, Scott Smith, Richard Turcotte (Co-Chair), Laura Wiener (Secretary)

- \* Replace faded or damaged signage as needed
- \* Provide temporary radar speed trailer on Jason Street NB between Spring Street and Hillsdale Road
- \* Install new Yield sign on Hillsdale Road approach to Jason Street intersection near traffic island
- \* Install new Intersection Warning Sign (W2-2) on the Jason Street northbound approach to Irving Street with AHEAD Supplemental Warning Plaque (W16-9P)
- \* TAC will draft a letter for the Board's consideration, to be sent by the Board to Mass DOT to provide additional signage and pavement markings to improve awareness of weave conditions on Concord Turnpike westbound between Route 2 westbound off-ramp, Spring Street connector, and Route 2 westbound on-ramp
- \* **Do not** pursue the following suggestions recommended by residents:
  - Opening Venner Road to 24-hour access from Route 2 Frontage Road
  - Closing access road onto Spring Street from Frontage Road
  - Making Jason Street and Hillsdale Road a one-way pair between Spring Street and Hillsdale Road
  - Remove double yellow center line from Jason Street

Respectfully submitted,

Richard G. Turcotte and Howard Muise (Co-Chairs)

**Transportation Advisory Committee Members:**

Wayne Chouinard, John Hurd, Jeff Maxtutis (Vice-Chair), Marjorie Moores, Howard Muise (Co-Chair), Officer Corey Rateau, Jeanette Rebecca, Scott Smith, Richard Turcotte (Co-Chair), Laura Wiener (Secretary)



## **TRANSPORTATION ADVISORY COMMITTEE**

Arlington Planning Department, 730 Mass Ave,  
Arlington MA, c/o Laura Wiener

June 26, 2014 Arlington Transportation Advisory Committee

### **Report to the Board of Selectmen: Jason Street Issues and Recommendations**

#### **1. INTRODUCTION**

On March 15, 2012, an August, 2011 petition [copy attached] signed by a number of Jason Street residents was forwarded by the Board of Selectmen [“Board”] to the Transportation Advisory Committee [“TAC”] for review of the traffic and safety concerns noted in the referenced petition, and recommendations for action.

Specifically, the petition requested that traffic from Spring Street be prohibited from entering the southern portion of Jason Street at that intersection between the weekday hours of 4:00 - 7:00 p.m.

In response, TAC submitted a report to the Board dated April 19, 2012. That report noted that the petition was similar to one submitted on September 24, 2001. TAC’s April Report then described both the opposition to that 2001 request and the steps taken subsequent to that first petition to improve traffic and safety conditions in the area of Spring Street and Jason Street.

TAC’s April response also suggested that closure of Jason Street as requested would create additional traffic and safety issues on neighboring streets. An offer was made to consider other alternatives. Those alternatives are the subject of this Report, as requested by the Board in the spring of 2012.

#### **Transportation Advisory Committee Members:**

Wayne Chouinard, John Hurd, Jeff Maxtutis (Vice-Chair), Marjorie Moores, Howard Muise (Co-Chair), Officer Corey Rateau, Jeanette Rebecca, Scott Smith, Richard Turcotte (Co-Chair), Laura Wiener (Secretary)

A Working Group [“WG”] was subsequently formed by TAC, with the following members:

Richard Turcotte, Working Group lead, and current co-Chair of TAC

Jeffrey Maxtutis, then co-Chair of TAC, current Vice-Chair

Howard Muise, then and still co-Chair of TAC

Edward Starr, former TAC Chair, current Emeritus

Steven Byrne, current Chairman of the Board of Selectmen, served as liaison.

Assistance was also provided by other TAC members as needed, most notably Officer Corey Rateau, Arlington Police, and Town Engineer Wayne Chouinard.

TAC is also grateful for contributions of Adam Kurowski, the Systems Analyst/Director of GIS for the Town of Arlington, who provided a number of maps and related data to assist the WG during the many months of work on this project.

## **2. OBJECTIVES**

- \* Develop improvements to better manage traffic so as to improve safety for all modes of transportation
- \* Develop equitable alternatives so as not to impose additional burdens on neighboring streets
- \* Avoid measures that restrict access and reduce emergency response times
- \* Maximize capacity/operations on Pleasant Street and Mass Ave to extent feasible to reduce motivation for using Jason et al for cut-throughs

## **3. EXISTING CONDITIONS**

[**NOTE:** The Study Area is identified in **Attachment 1**]

- \* Four pedestrian crosswalks in area provide access to two School Bus stops, Menotomy Rocks Park, and Spring Street
- \* Sidewalks on both sides of Jason Street
- \* High peak period traffic volumes and high 85th percentile speeds on narrow, curvy, hilly roadway
- \* Lack of traffic control at intersection of Jason and Hillsdale leads to uncertainty about right of way
- \* Limited sight-lines at Irving/Jason intersection
- \* No significant crashes on upper Jason (5 minor) in last several years
- \* Jason Street is 24'-25' in width
- \* Posted speeds at both 20 MPH and 25 MPH
- \* On-street parking allowed, except near Menotomy Rocks Park
- \* Low truck volumes

## **4. PRIMARY ISSUES & CONCERNS (as noted by Residents)**



[**NOTE: Attachment 2** provides a more detailed list of concerns as identified by residents, along with their proposed solutions]

- \* High peak period traffic volumes
- \* Perceived speeding, especially near Menotomy Rocks Park
- \* Excessive truck traffic; not limited to rush hour periods
- \* Poor sight lines at south end of Jason
- \* GPS units apparently re-routing traffic into neighborhood when Pleasant St is backed up
- \* Confusion at traffic “island” in front of Menotomy Rocks Park; who has Right of Way?
- \* Stop sign at bottom of Jason & Spring Streets is frequently ignored
- \* Poor sign placement/sign condition
- \* Weave at Spring Street and Concord Turnpike

## **5. COMMUNITY OUTREACH**

After reviewing available and existing data [prior traffic studies, accident reports, and the improvements noted in TAC’s April 19, 2012 Report], along with preliminary site examinations, notice was sent to the residents of Jason Street by the Board, offering a community meeting on December 5, 2012 in the Selectmen’s Hearing Room.

The meeting was solicited to obtain additional information, comments, and concerns from the residents. Approximately three dozen citizens attended.

Regular email exchanges have taken place with designated members living within the study area.

As will be noted below, a second community meeting to present (via PowerPoint) the WG’s findings was held on March 29, 2014 in the Selectmen’s Hearing Room.

## **6. WORKING GROUP PROCESS**

Over the first few months of 2013, the WG reviewed the comments and suggestions from the December 5, 2012 meeting, and formulated a study plan to address the issues raised.

It was agreed that the scope of the WG’s efforts should extend beyond Jason Street itself, with the intent of addressing related traffic issues on adjacent streets and to ensure fair treatment of all residents within the study area.

The following list represents the data collected by the WG to determine existing conditions:

- \* Traffic Volume Counts on May 8 & 9, 2013 [**Attachments 3 & 4**] at ten locations identified by the WG as best representative of traffic flow and travel conditions affecting the study area

- \* Vehicle Speeds [**Attachment 5**]

- \* Travel Time Comparison ( in the first week of June, 2013) [**Attachment 6**], conducted with the assistance of several residents as passengers to record data. Members of the WG traveled a number of different routes both north and south from the area at/near the Summer Street and Mystic Avenue intersection to the Concord Turnpike frontage road adjacent to Route 2. Those routes were identified by the WG as the primary alternatives for motorists seeking to avoid Pleasant Street at rush hour periods [a.m. & p.m]

- \* Informal street measurements and more than 100 photographs were also taken. Several photographs of the Study Area are included as **Attachment 7**

In addition, TAC member and Town Engineer Wayne Chouinard offered new (draft) sketch drawings showing planned crosswalk and curb improvements at the intersection of Brentwood Road and Jason Street. The work described in the DPW plans are currently scheduled for the summer of 2014. DPW requested TAC consideration of its plans so that any work performed would be consistent with TAC's recommendations to the Board.

## **7. WORKING GROUP DETERMINATIONS**

The WG assessed the data gathered, developed suggested improvement measures to bring to both the study-area residents and TAC for review, comments, and a formal vote [held at the TAC meeting on May 14, 2014] on the Recommendations presented in this report.

It was clear that the main source of excess traffic [and the related speed and safety issues] on Jason Street in particular was that street's use as a "cut-through" during both morning and afternoon/evening weekday rush hour for drivers by-passing the heavy traffic on Pleasant Street during those two periods.

- \* Southbound on Pleasant Street toward Route 2: using Jason Street is 7.5 minutes faster than Pleasant Street at morning rush hour. Comparable travel time in the afternoon rush hour period.

- \* Northbound on Pleasant Street toward Mass Avenue: using Jason Street is 5 minutes faster than Pleasant Street in afternoon rush hour. Comparable travel time in the morning rush hour period.

- \* Peak period travel time is 2 to 2.5 times faster on Jason Street versus Route 60
  - \* Jason Street carries a higher share of North-South traffic volume in peak periods than other residential streets between Pleasant Street and Highland Avenue
    - South of Irving: 5,700 per day
    - South of Woodland: 3,700 per day
    - North of Spring: 2,500 per day
  - \* Pleasant Street Daily Volume: 19,300
  - \* Traffic Volumes on Jason are high, particularly when noting its physical characteristics in the section south of Gray Street to Spring Street: a narrow residential street with hills and curves
  - \* Measured 85th percentile speed equaled or exceeded the posted speed in all locations
  - \* North of Spring, daily average speeds equaled or exceeded the speed limit (25 mph NB; 26 mph SB)
  - \* Observations indicate vehicle operating speeds are too fast given roadway geometry and width, coupled with adjacent land use
  - \* Truck volumes represent less than 0.6% of total traffic volume
    - Only 2 vehicles with 6 or more axles were recorded during measurement periods
- (Large truck use appear to be isolated cases and it is not necessary to treat as a separate issue from speed and volume)

## **8. RECOMMENDATIONS - Overview**

[**NOTE:** A few days prior to the May 2014 TAC meeting at which the above results and recommendations were to be presented, a Jason Street neighborhood representative forwarded a letter dated May 13, 2014 [**Attachment 8**] to the TAC Co-Chairs summarizing their position, requests, and comments in response to the March 29 neighborhood meeting.

No specific action was taken by TAC on issues raised in that letter. TAC did inform the neighborhood representatives that it would take the issues under advisement as part of the WG's ongoing efforts to bring the matter to a conclusion, and invited representatives to present at the TAC meeting.

At the May 14, 2014 monthly TAC meeting (and with several representative residents in attendance), the full TAC reviewed the observations and considerations offered by the

WG, in combination with the data previously gathered and presented to TAC at its April, 2014 meeting.

After further discussion on May 14, 2014, the full TAC agreed that conditions warrant improvements to safety and further evaluation of longer-term solutions. By unanimous vote, the following Recommendations are presented to the Board.

These are divided into two Phases:

**\* Phase 1: for immediate action and**

**\* Phase 2: additional study required.**

#### **8a. RECOMMENDATIONS - Phase 1**

**\* DPW to install curb extensions at intersection of Jason Street/Brantwood Road**

**\* All crosswalks to be painted as soon as possible**

- Jason/Spring
- Jason/Menotomy Rocks Park (Brantwood)
- Jason/Woodland
- Jason/Norfolk
- Jason/Gray
- Jason/Irving

**\* Install seasonal pedestrian warning bollard at Menotomy Rocks Park crosswalk**

**\* Add advance crosswalk warning signs on Jason Street:**

- in both directions at Woodland street
- in both directions at Menotomy Rocks Park crosswalk
- Northbound on Jason between Gray & Irving

- \* Replace faded or damaged signage as needed
- \* Provide temporary radar speed trailer on Jason Street NB between Spring Street and Hillsdale Road
- \* Install new Yield sign on Hillsdale Road approach to Jason Street intersection near traffic island
- \* Install new Intersection Warning Sign (W2-2) on the Jason Street northbound approach to Irving Street with AHEAD Supplemental Warning Plaque (W16-9P)
- \* TAC will draft a letter for the Board's consideration, to be sent by the Board to Mass DOT to provide additional signage and pavement markings to improve awareness of weave conditions on Concord Turnpike westbound between Route 2 westbound off-ramp, Spring Street connector, and Route 2 westbound on-ramp
- \* **Do not** pursue the following suggestions recommended by residents:
  - Opening Venner Road to 24-hour access from Route 2 Frontage Road
  - Closing access road onto Spring Street from Frontage Road
  - Making Jason Street and Hillsdale Road a one-way pair between Spring Street and Hillsdale Road
  - Remove double yellow center line from Jason Street

#### 8b. **RECOMMENDATIONS - Phase 2**

- \* Consider permanent radar speed signs on Jason Street between Spring Street and Hillsdale Road
- \* Consider raised crosswalk option with DPW, emergency services, and ABAC at:
  - Menotomy Rocks Park
  - Woodland Street
- \* Discuss roundabout option with DPW and emergency services at Jason Street/Hillsdale Road

## Attachment 1 - MAP OF STUDY AREA

### Study Area

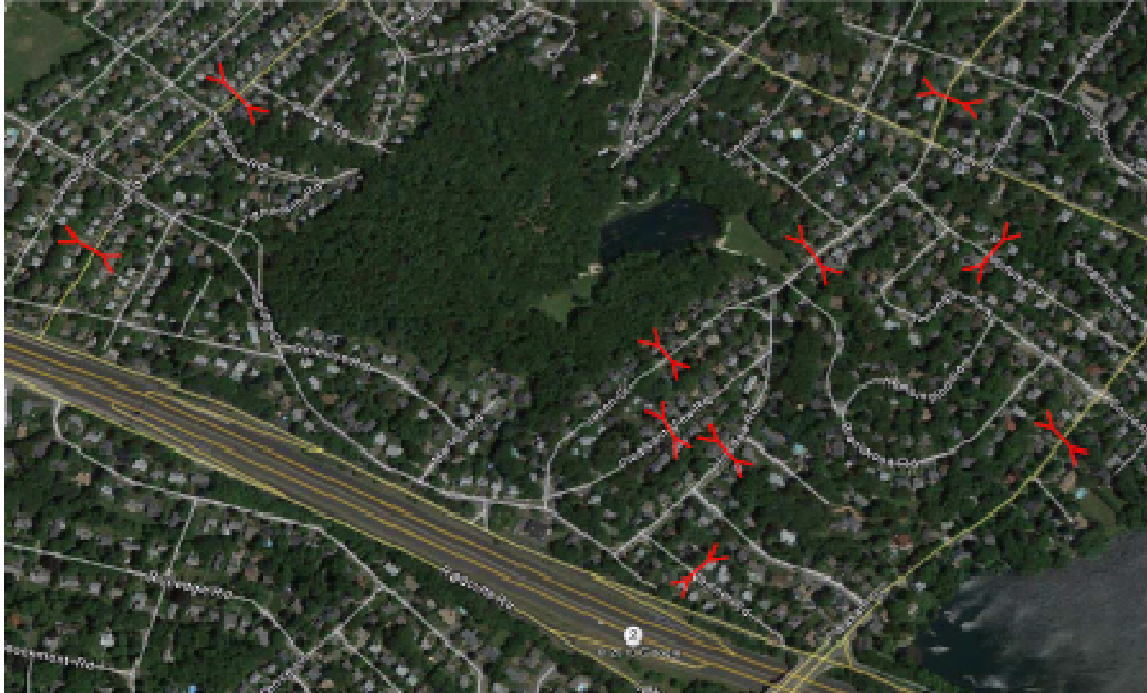


## **ATTACHMENT 2: SUMMARY OF RESIDENT CONCERNS & PROPOSED SOLUTIONS**

- \* perceived speeding, esp. near Menotomy Rocks Park (MRP)
- \* excessive truck traffic, esp 18-wheelers - not limited to rush hour periods
- \* Lots of ped traffic in the area
- \* Jason is narrow, and on street parking creates conflicts, but also slows down speeds, accidents noted
- \* Sight lines poor at south end of Jason
- \* mail trucks using Jason St pre-dawn
- \* GPS units apparently re-routing traffic into neighborhood when Pleasant St is backed up
- \* confusion at traffic “island” in front of MRP - who has ROW?
- \* sight line issues, esp. near the hill leading down to Spring St
- \* stop sign at bottom of Jason St hill/Spring St is frequently ignored
- \* double lines create perception that faster speeds are acceptable
- \* Norfolk Rd cut-thru creating property & curb damage
- \* poor sign placement/sign condition
- \* vehicle parking on Jason is both a + and a - : slows traffic but also impedes normal traffic flow
- \* concerns that re-paving may suggest/encourage higher speeds
- \* Venner Road one way as a possible contributor to traffic issues
- \* more traffic enforcement/police presence needed
- \* consider parking on one side of street.
- \* one-way traffic at certain periods of the work day
- \* better visibility needed for/at crosswalk leading into MRP
- \* add a second crosswalk south/west of MRP entrance further up on Jason
- \* make Jason one-way (24 hours or time restricted)
- \* close access at Rt 2
- \* speed bumps
- \* prohibit trucks
- \* “re-sign Jason”
- \* augment island at park
- \* pedestrian bollards
- \* controls at Pleasant View/Hillsdale
- \* raised crosswalks
- \* Yield sign at Hillsdale/Jason
- \* sidewalk extensions

## **Attachment 3 - TRAFFIC COUNT LOCATIONS**

- \* red markings indicate traffic count locations



- \* Pleasant s/o Kensington
- \* Jason s/o Irving
- \* Jason s/o Woodland
- \* Jason n/o Spring
- \* Pleasant View
- \* Hillsdale
- \* Norfolk
- \* Venner
- \* Highland s/o Spring/Eastern
- \* Highland n/o Spring/Eastern

**Attachment 4 - TRAFFIC VOLUMES (SUMMARY)**  
**[see also related PDF Attachments]**

Jason Street Daily Volumes:

- \* South of Irving– 5,700 per day



- \* South of Woodland – 3,700 per day
- \* North of Spring – 2,500 per day
- \* Pleasant Street Daily Volume: 19,300

**Attachment 5 - VEHICLE SPEEDS (SUMMARY)**  
**[see also related PDF Attachments]**

- \* 85th percentile speed equaled or exceeded the posted speed in all locations
- \* North of Spring daily average speeds equaled or exceeded the speed limit (25 mph NB; 26 mph SB)

**Attachment 8 - Letter from Residents to TAC dated May 13, 2014**

May 13, 2014 (Revised 5/14/14)

Transportation Advisory Committee  
Arlington Town Offices  
730 Massachusetts Avenue  
Arlington, MA 02476

RE: Jason Street Neighborhood Traffic Issues

Dear Members:

As per your request, we are sending in the list of specific considerations agreed upon by several of the Jason Street neighborhood residents.

The TAC presentation of March 31, 2014 was reviewed and discussed at length at a recent meeting of the neighbors. Below is the list of requests generated from this meeting. The list is considerable, however, as we're sure you can appreciate, residents are requesting a variety of solutions as they are experiencing different problems at various points in the neighborhood (e.g. the residents at the lower end of Jason Street near Mass. Ave. are having problems with people parking so close to their curb cuts making it difficult to get in and out of their driveways. The residents near Menotomy Rocks Park (MRP) are seeing very high rates of speed and unsafe pedestrian situations.).

We all agree it is imperative some safety enhancements be implemented as soon as possible to calm the traffic, slow the rate of speed and make the crosswalks and bus stops much safer. We all agree to the following guiding principals.

1. Recommendations should emphasize actions which are quick to implement and relatively low cost to the town; long-term solutions can also proceed but should not delay quick wins.
2. Vehicle speed through the neighborhood is of paramount concern; other concerns include volume, trucks/size, and noise
3. Options which are out of character for the neighborhood should be avoided
4. Enforcement of existing rules and laws should be stepped up regardless of other recommendations

This area has been under study for several years, and, to date, we are not aware of any significant measures done to resolve the issues, which have continued to worsen with each passing year. It really is time for some improvements before someone is seriously injured.

These are the residents and their addresses who are in agreement with the requests mentioned below. They have given their consent to include their name as part of this letter:

Elizabeth & Steve Dray - 130 Jason

Anne-Marie Hilbert & Jeffrey Katsiaficas - 126 Jason

Amy Markov & Tom Wieand- 125 Jason

Scott Lever and Jill Fekete - 81 Kensington Park

George Baxter - 124 Jason

Mark Spengler, 189 Jason

Bob & Nancy McKersie, 197 Jason  
Denise and Dan Long, 48 Pleasant View  
Rich & Lindsay Pacheco, 78 Jason  
Steve Anderson and Sharon May, 7 Woodland  
Carol Band, 57 Bartlett  
Jessica Nordgren, 19 Jason  
Anne Murray, 95 Jason  
Diane Kalik, 15 Jason Terrace  
Tracy Gianotti & Toseef Khan, 20 Jason  
Gabriella Lawrence, 109 Bartlett  
Mandy Donovan, 15 Jason Terrace  
Helene Vecchione, 103 Bartlett  
Valerie and Benoit Boudier, 99 Bartlett  
Michael Whyte, 103 Bartlett  
Lynne Klosterman, 12 Lincoln  
Eve Bridburg, 25 Woodland

**1. ISLAND at Hillsdale and Jason**

- a. Do not change island to a rotary
- b. Add Stop sign at Hillsdale where it merges with Jason (heading toward Mass Ave.)
- c. Remove rhododendron on island as it blocks view of oncoming traffic and merging cars are unable to see each other

**2. CROSSWALKS**

- a. Repaint at current locations (requesting thermoplastic paint)
  - i. Crosswalks at Gray and Jason

- ii. Crosswalk at Irving and Jason
  - iii. Crosswalk at Woodland and Jason
  - iv. Crosswalk at Jason in front of MRP
- b. Install another 2 new crosswalks
  - i. Somewhere between Mass. Ave. and Irving - It's a long stretch with no where to cross until Irving
  - ii. At Brantwood and Jason (to connect to Jason and MRP crosswalk to allow safe passage to bus stop and provide safer access to MRP for pedestrian traffic coming from Hillsdale)
- c. Install 3 stanchions at following crosswalks
  - i. MRP and Jason
  - ii. Irving and Jason
  - iii. New crosswalk requested between Mass. Ave. and Irving

### **3. INSTALL PERMANENT RADAR SIGNS**

- a. On Jason near Woodland (coming from Mass. Ave. heading toward MRP)
- b. On Jason just before MRP (coming up from Spring heading toward Mass. Ave.)

### **4. REMOVE DOUBLE SIDED LINE CURRENTLY PAINTED DOWN MIDDLE OF JASON**

### **5. SIGNAGE**

- a. School Bus sign at Irving and Jason is completely obscured by tree
- b. Speed signs at Mass. Ave. and Jason, Gray and Jason and Norfolk and Jason also covered by trees
- c. Remove several faded and bent signs along Jason
- d. New and bright "Slow Playground" Sign on island at Jason and Hillsdale
- e. Advanced crosswalk warning sign southbound at Gray
- f. Advanced crosswalk warning sign NB Jason approach to Irving
- g. 3 WAY STOP SIGN

- i. Jason and Woodland (by adding stops on NB and SB sides of Jason)
- h. 1 WAY STOP SIGNS
  - i. At the end of Pleasant View (NB) and Hillsdale
  - ii. As mentioned previously, at the end of Hillsdale as it merges with Jason near MRP
- i. “DANGEROUS CURVE AHEAD” SIGNS
  - i. At the end of Jason for those coming off Rte. 2 heading up the hill
  - ii. Just past MRP going down Jason toward Rte. 2
- j. “NO PARKING FROM HERE TO THE CURB” SIGNS
  - i. At each end of the curb cuts between Jason Terrace and Jason Court
- k. TRUCK RESTRICTION SIGNS AT BOTH ENDS OF JASON
  - i. There was a sign previously at base of Jason and Mass. Ave. Please replace

## **6. PAINTING CURBS**

- a. In front of MRP to make “No Parking” more evident
- b. On either side of curb cuts at Jason Terrace and Jason Court (people are parking too close to these curb cuts and residents are having difficulty getting in and out of their driveways. They must enter opposing lane of traffic to make the tight turn.)

### **PAINTING CURBS (cont’d)**

- c. At fire hydrant near Jason Terrace (people often park right in front of this hydrant. “No Parking” in front of hydrant needs to be strictly enforced)

## **7. REMOVE CURB CUTS AT NORFOLK AND JASON**

- a. Previously there was a crosswalk at this location, however, it has been moved and the curb cuts remain, making it a dangerous situation

## **8. UNIFORM SPEED LIMIT THROUGHOUT JASON STREET**

- a. Some signs state 20 MPH and others reflect 25 MPH. Please work with MA DOT to resolve this issue

## **9. BUS STOP SAFETY**

- a. Everyone agreed it's not safe enough to place a crosswalk at Norfolk and Jason because of the sight line issues as vehicles travel up Jason (SB) toward Rte. 2. We understand there has been a lot of discussion about the location of this bus stop. Does it make sense to have a bus stop where there's no crosswalk? If it is decided to leave bus stop at this location, the curb cuts need to be removed

## **10. FUTURE RESEARCH REQUESTED**

- a. Raised Crosswalk Study on noise levels and maintenance requirements
- b. Possibility of filling in the backside of the island at Hillsdale and Jason to eliminate confusion of the "triangle" and create a better means of crossing from Hillsdale to MRP
- c. Continue collecting traffic data on trucks of 2 or more axles and number of cars passing through, particularly during "commuter hours" in a.m. and p.m.
- a. Explore the possibility of limiting traffic access on small side streets, such as Bartlett and Lincoln, during peak traffic hours.
- b. Revisit success rate of changes implemented in one year

It is our sincere hope you will assist us in accomplishing most, if not all, of these requests with the Board of Selectmen.

We will have three individuals attending your May 14th meeting as representatives of this group.

If you should have any questions, please don't hesitate to contact us. We look forward to further discussions in this matter.

Regards,

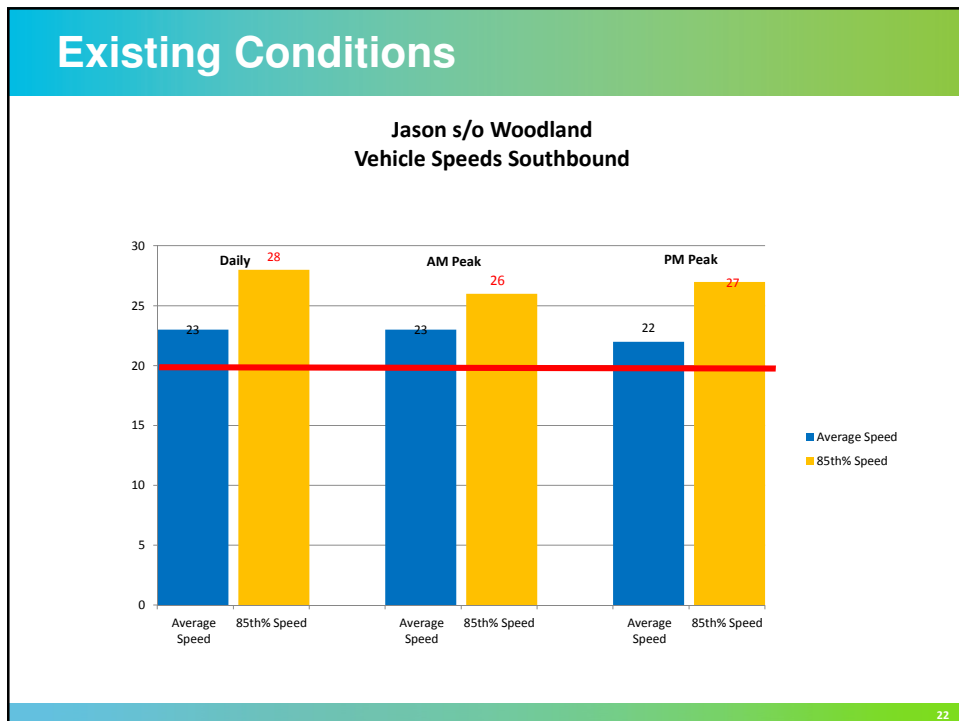
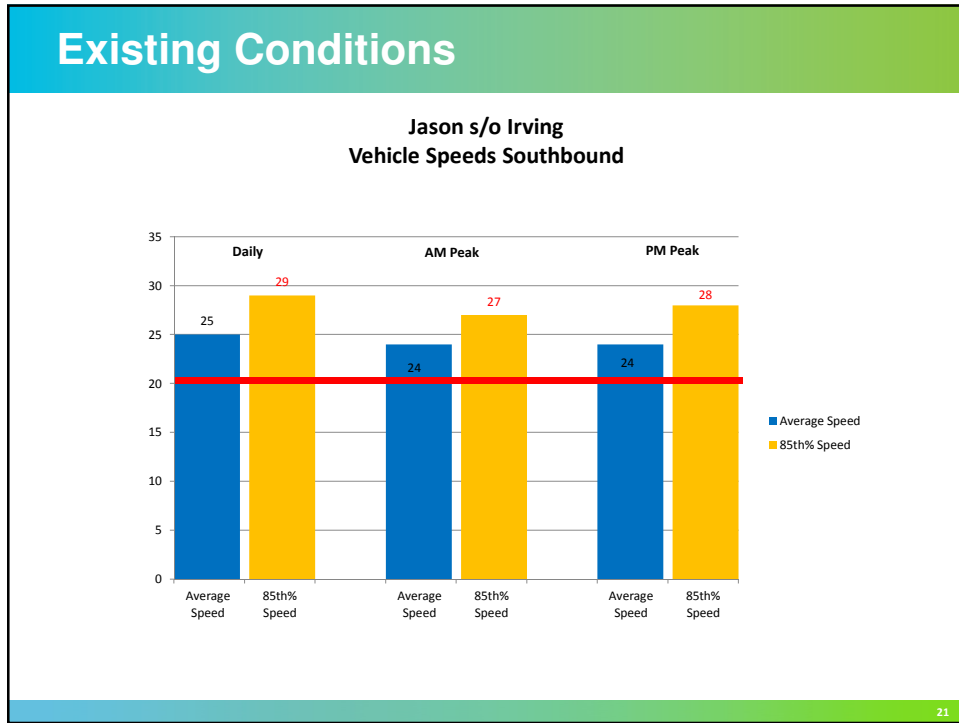
Anne-Marie Hilbert ([amhilby@gmail.com](mailto:amhilby@gmail.com))

Elizabeth Dray ([stdray@aol.com](mailto:stdray@aol.com))

Amy Markov ([amymarkov@gmail.com](mailto:amymarkov@gmail.com))

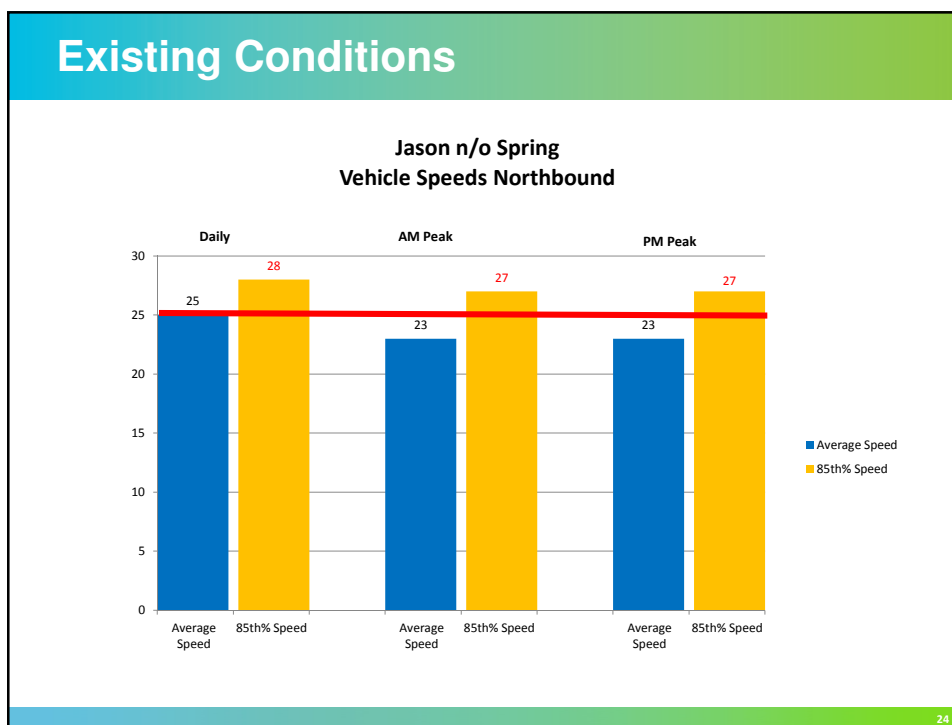
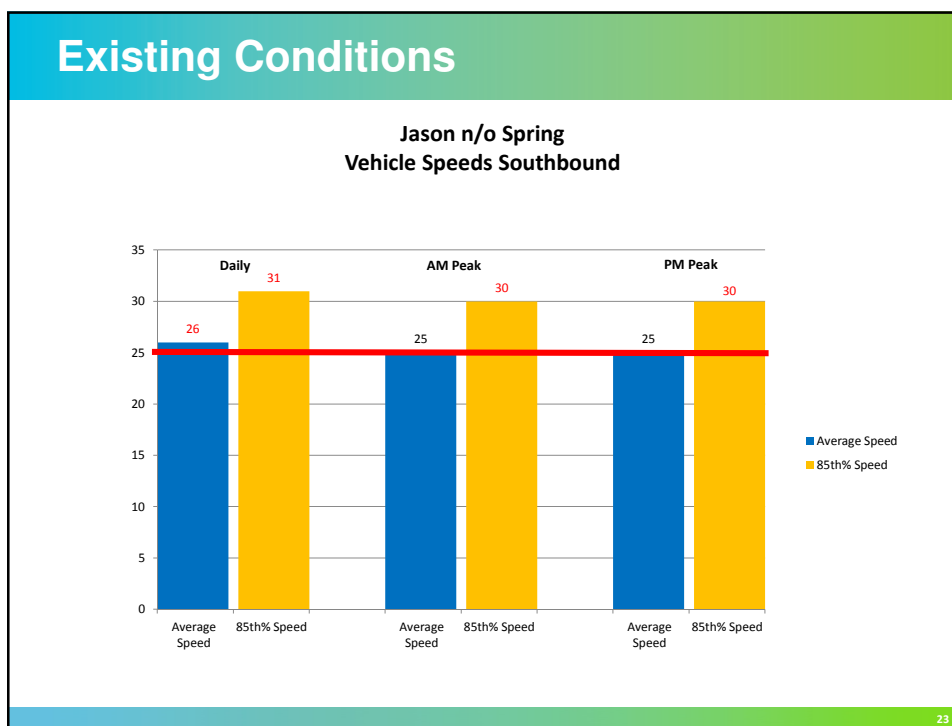
Scott Lever ([scottblever@gmail.com](mailto:scottblever@gmail.com))

## Attachment 5 Vehicle Speeds

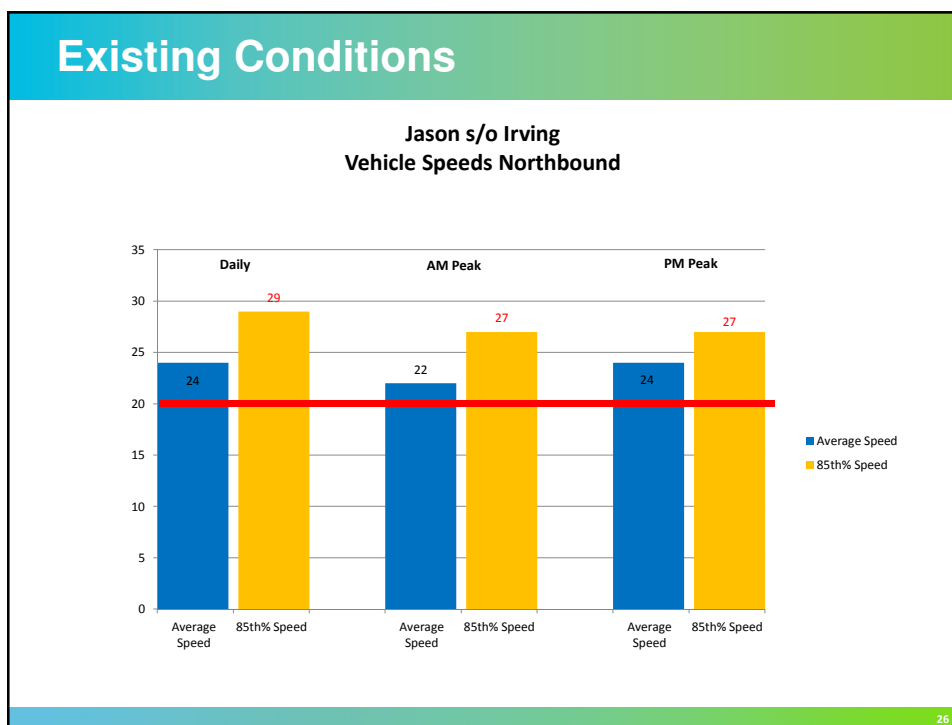
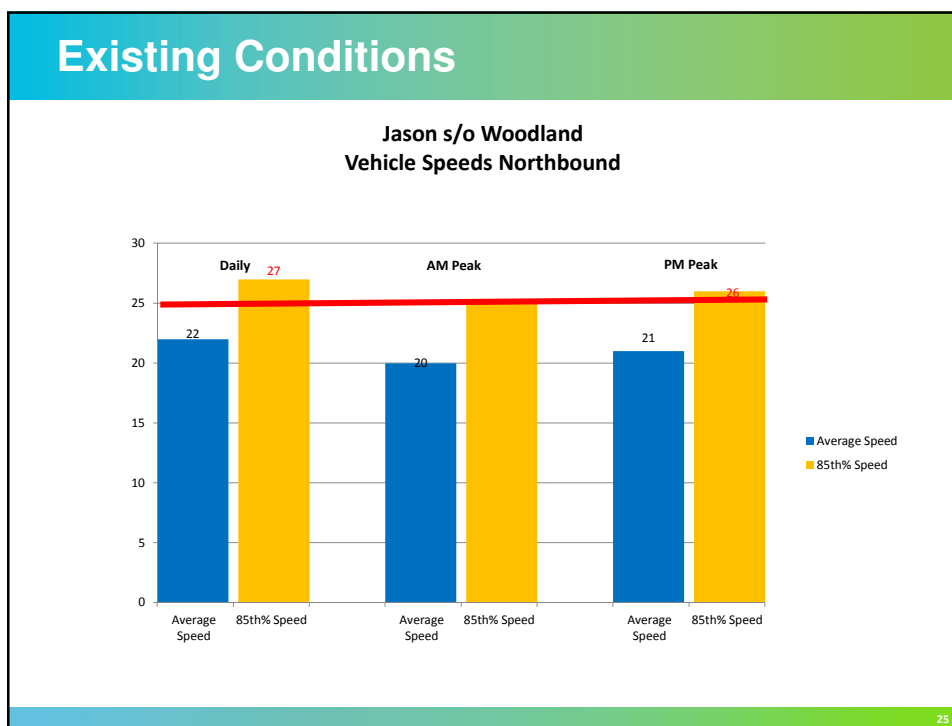




## Attachment 5 (cont.) Vehicle Speeds

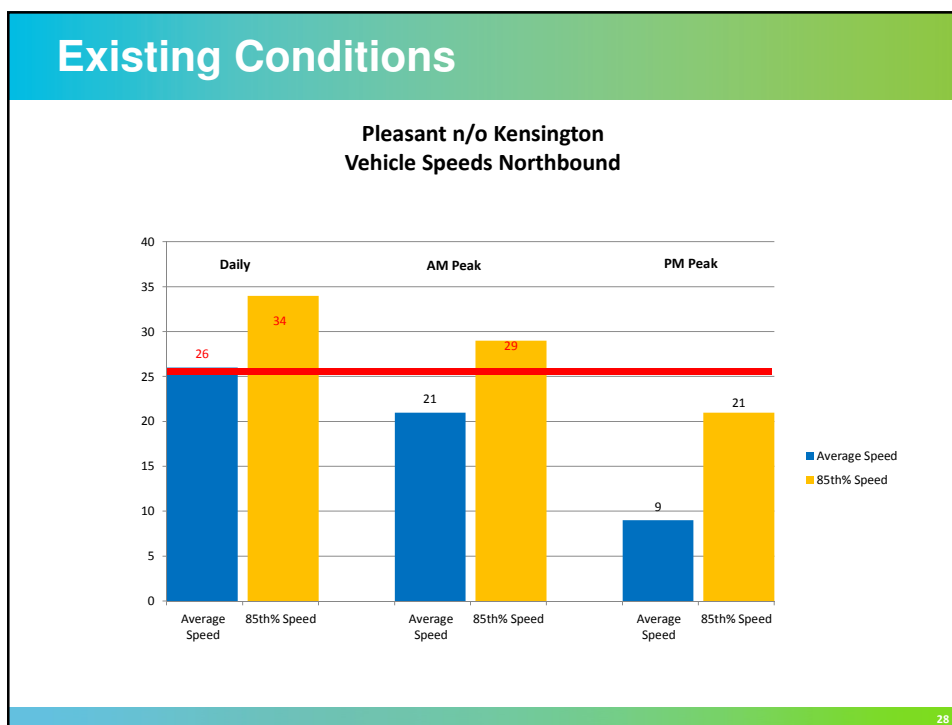
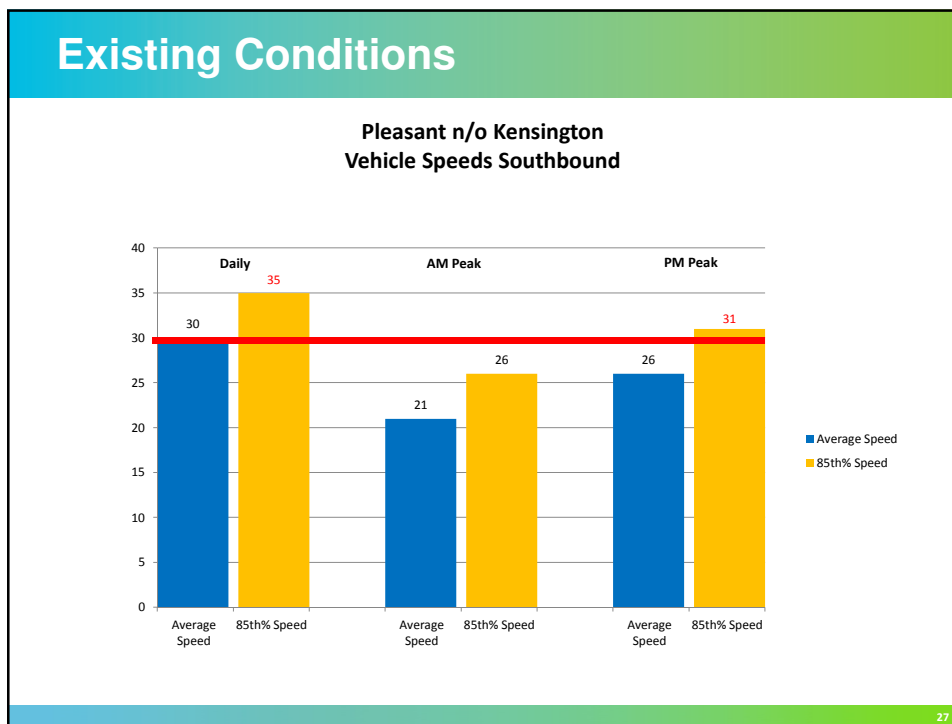


## Attachment 5 (cont.) Vehicle Speeds



## Attachment 5 (cont.)

### Vehicle Speeds



## Attachment 6

## Travel Time Comparison

		Via Jason Street		Via Pleasant Street		
Time Period	Direction	Time	Distance	Time	Distance	Travel Time Difference
AM Peak Hour	Southbound*	4:26 min	1.25 miles	12:06 min	1.62 miles	7:30 min
PM Peak Hour	Northbound**	5:30 min	1.64 miles	10:34 min	1.36 miles	5:04 min

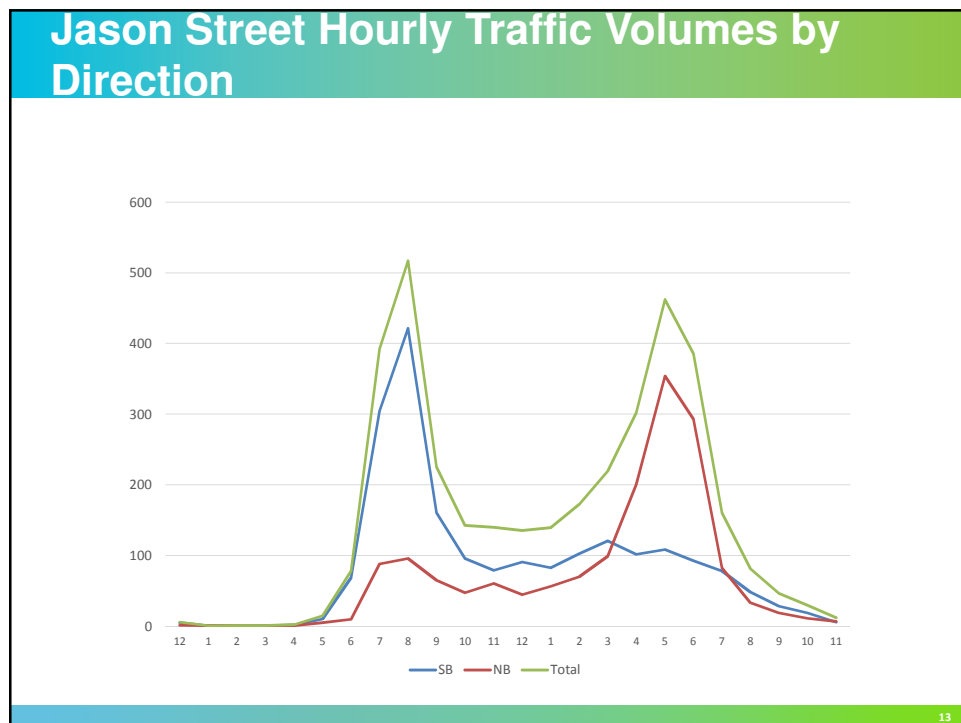
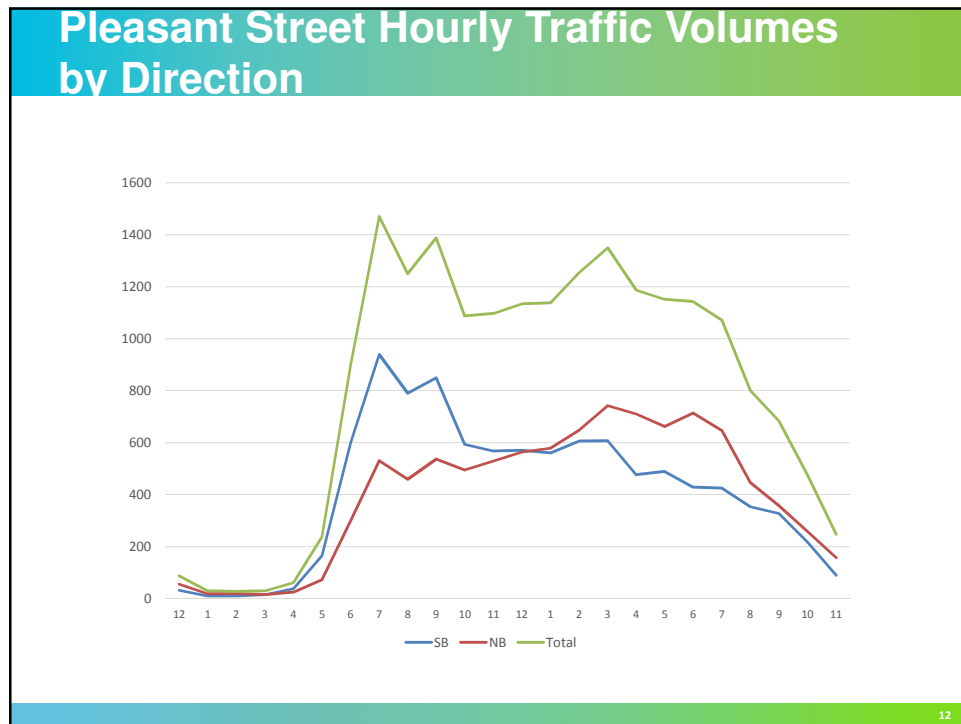
\* Between Mystic Street at Victoria Road and Route 2 Frontage Road at Spring Street

\*\* Between Pleasant Street at Route 2 Frontage Road and Mystic Street at Victoria Road

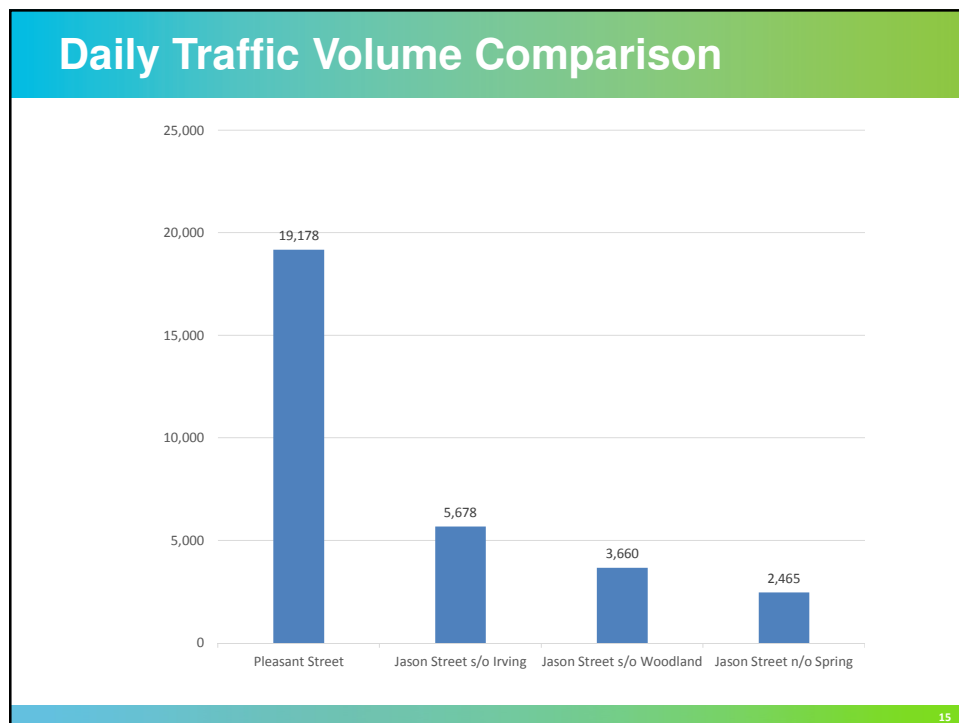
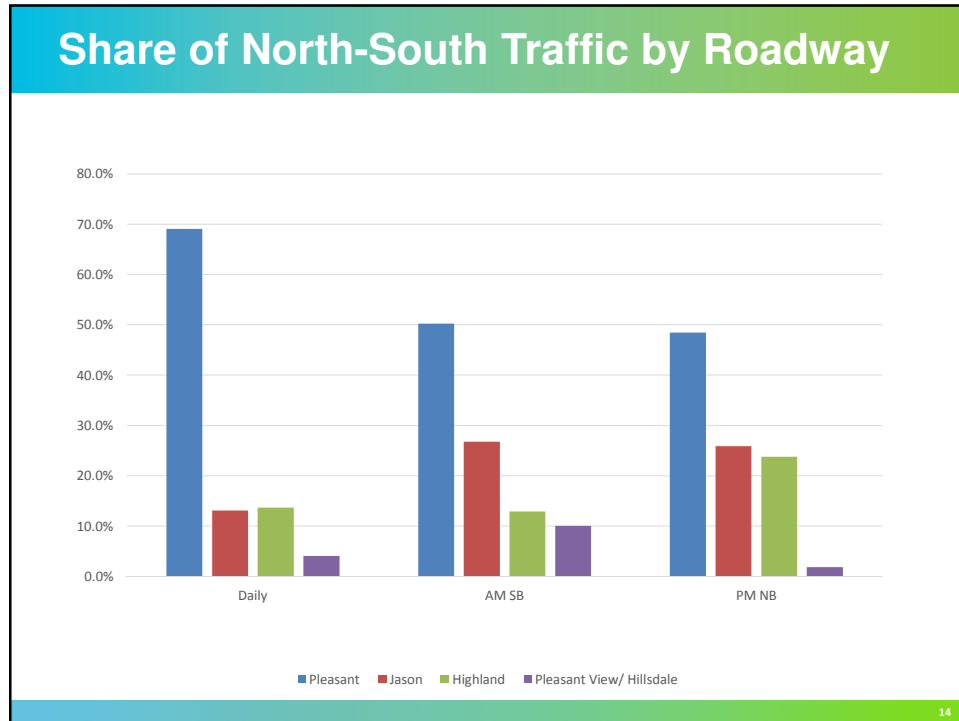
## Attachment 4 Traffic Counts

<u>Street</u>	<u>Location</u>	<u>Daily</u>		<u>Total</u>	<u>Morning</u>		<u>Evening</u>	
		<u>NB/EB</u>	<u>SB/WB</u>		<u>NB/EB</u>	<u>SB/WB</u>	<u>NB/EB</u>	<u>SB/WB</u>
Pleasant	s/o Kennsington	9,543	9,763	19,306	531	940	729	665
Jason	s/o Irving	3,161	2,518	5,679	277	411	536	157
Jason	s/o Woodland	1,642	2,022	3,664	107	423	354	109
Jason	n/o Spring	1,195	1,277	2,472	64	290	322	57
Pleasant View	Btwn Hillsdale and Spring	118	51	169	14	7	19	3
Hillside	Btwn Bruswick and Pleasant View	280	701	981	9	153	27	37
Norfolk	w/o Pleasant	149	355	504	29	31	7	65
Venner	e/o Hillside	79	305	384	5	19	2	38
Highland	s/o Eastern	1,590	975	2,565	72	160	234	52
Highland	s/o Ottawa	2,381	1,437	3,818	177	239	325	98

Attachment 4 (cont.)



## Attachment 4 (cont.)



OFFICE OF THE BOARD OF SELECTMEN

CLARISSA ROWE, CHAIR  
KEVIN F. GREELEY, VICE CHAIR  
DIANE M. MAHON  
ANNIE LACOURT  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

MEMORANDUM

TO: Fred Ryan  
Police Chief  
Corey Rateau  
Traffic and Parking Unit  
Jeff Maxtutis, TAC Co-Chair  
Howard Muise, TAC Co-Chair

FROM: Marie A. Krepelka  
Board Administrator

DATE: March 15, 2012

RE: Jason Street between Hillsdale Road and Spring Street

The enclosed petition, which is self-explanatory, from the residents of Jason Street is being forwarded to you for your review and recommendation to the Board of Selectmen by Wednesday, April 18<sup>th</sup>. This will be an agenda item at the April 23<sup>rd</sup> Board of Selectmen meeting.

Thank you for your attention to this matter.

MAK:fr

enclosure



RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON, MA. 02174

March 12, 2012

MAR 13 9 00 AM '12

To Board of Selectmen:

We have attached a petition from the residents of Jason Street between the intersection with Hillsdale (at the northern end) and Spring (at the southern end) asking for relief on rush hour, cut through, traffic.

This is not the first time that we have appealed to the Town in this matter.

We hope that this proposal will receive favorable consideration from the Board and the Traffic Advisory Committee.

We would be pleased to meet with the Board and the Committee to elaborate our concerns regarding the volume and speed of rush hour traffic.

Thank you

Dorothy Commons 781 646-0043.  
Bob McKersie 781 646-1725


To: The Board of Selectman  
From: Jason Street residents  
Subject: Heavy commuter traffic on Jason Street  
Date: August 8, 2011


The constant daily traffic on Jason Street during the AM and PM commuting time is becoming increasingly heavy and dangerous.

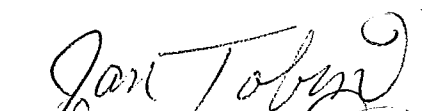
We feel it is unfair to have to face this constant traffic 5 days a week.

We, the undersigned residents, urgently request that the PM traffic (4-7 PM) not be allowed to enter Jason Street from the bottom of the hill.

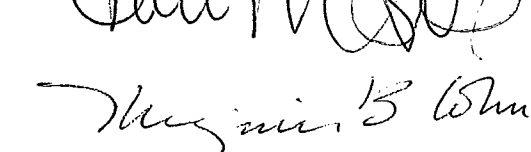
If needed, and at your request, a representative group would be happy to attend your meeting to answer any questions you may have.

 GLENN LITTON 180 JASON ST.

 Patricia A. Evans Patricia Evans  
156 Jason St.

 Jan Tobin 152 Jason St.

 Laurie Smith 163 Jason St.

 Marjorie B. Cohn 167 Jason St.  
Robert and Nancy McRense 197 Jason St.  
205 Jason St.

JASON + MELISSA KING

Tim & Penny Snyder

151 Jason St


To: The Board of Selectman  
From: Jason Street residents  
Subject: Heavy commuter traffic on Jason Street  
Date: August 8, 2011

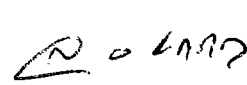
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If needed, and at your request, a representative group would be happy to attend your meeting to answer any questions you may have.

Don & Elaine Margins 183 Jason St  
Jackey Hebl 184 Jason St  
Mark & Spengler 189 Jason St  
Deane Spengler 189 Jason St  
 200 Jason Street

 CLAUDE NODARY 196 JASON ST, ARLINGTON  
Bernadette Tuttle 168 Jason St  
Kamela A Brito 151 Jason St  
Eva Brunsen 147 Jason St  
Lita Jara 159 Jason St


To: The Board of Selectman  
From: Jason Street residents  
Subject: Heavy commuter traffic on Jason Street  
Date: August 8, 2011

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We feel it is unfair to have to face this constant traffic 5 days a week.

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If needed, and at your request, a representative group would be happy to attend your meeting to answer any questions you may have.

Joseph Terrano	175 Jason St.
Mauri Mj	192 Jason Street
	200 Jason Street
Ellen Bosco	193 Jason St.
Paul Connor	201 Jason St.
Richard LePlante	209 JASON ST.
Janet Collins	179 Jason St
Dorothy Connor	188 Jason
Nathalie Bouveris	172 Jason St.



## **TRANSPORTATION ADVISORY COMMITTEE**

Arlington Planning Department, 730 Mass Ave,  
Arlington MA, c/o Laura Wiener

**To:** Board of Selectmen, Arlington, MA

**From:** Transportation Advisory Committee (TAC)

**Subject:** Petition for Travel Restrictions on Jason Street

**Date:** May 14, 2012

---

The Board of Selectmen has asked TAC to review a neighborhood petition submitted to the Board by residents of Jason Street to prohibit entry from Spring Street between 4 and 7 PM weekdays. A similar petition was submitted to the Board by neighborhood residents on September 24, 2001. Soon after, Highland Avenue residents formed a group to oppose it.

Since 2001, the Town has implemented a number of changes on upper Jason Street:

1. a stop sign and yellow center lines were added on Jason Street at the intersection with Spring Street;
2. a center raised island was created at the intersection with Spring Street to slow and direct traffic; and
3. a crosswalk was added with signs across Spring Street to assist students walking to and from the school bus stop by the MWRA building.

Jason Street has substantial traffic for a local roadway (approximately 2,100 vehicles per day, as measured in 2002 and 2008). If entry to Jason Street from Spring Street was restricted during the evening commute, increases in traffic on Highland Avenue, Pleasant View Road and Hillsdale Road can be expected. Highland already carries more traffic than Jason Street. Residents of three streets can be expected to object strongly to the proposed restriction on Jason Street.

If the Board wishes, the TAC could examine other options that might be applicable to upper Jason Street.

Respectfully submitted,

Jeff Maxtutis TAC Co-Chair  
Howard Muise, TAC Co-Chair

### **Transportation Advisory Committee Members:**

Elisabeth Carr-Jones, Wayne Chouinard, Jean Clark, Paul Kent, Jeff Maxtutis, Howard Muise,  
Officer Corey Rateau, Scott Smith, Edward Starr, Richard Turcotte, and Laura Wiener

**Web site; [www.arlingtonma.gov/tac](http://www.arlingtonma.gov/tac)**



## **TRANSPORTATION ADVISORY COMMITTEE**

Arlington Planning Department, 730 Mass Ave,  
Arlington MA, c/o Laura Wiener

**To:** Board of Selectmen, Arlington, Mass

**From:** Transportation Advisory Committee (TAC)

**Subject:** Petition for Travel Restrictions on Jason Street

**Date:** April 19, 2012

---

The Board of Selectmen has asked TAC to review a neighborhood petition submitted to the Board by residents of Jason Street to prohibit entry from Spring Street between 4 and 7 PM weekdays. A similar petition was submitted to the Board by neighborhood residents on September 24, 2001. Soon after, Highland Avenue residents formed a group to oppose it.

Since 2001, the Town has implemented a number of changes on upper Jason Street:

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---

If the Board wishes, the TAC could examine other options that might be applicable to upper Jason Street.

Respectfully submitted,

Jeff Maxtutis, TAC Co-Chair  
Howard Muise, TAC Co-Chair

### **Transportation Advisory Committee Members:**

Elisabeth Carr-Jones, Wayne Chouinard, Jean Clark, Paul Kent, Jeff Maxtutis, Howard Muise,  
Officer Corey Rateau, Scott Smith, Edward Starr, Richard Turcotte, and Laura Wiener

**Web site; [www.arlingtonma.gov/tac](http://www.arlingtonma.gov/tac)**

RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON, MA 02174

JUL 24 12 15 PM '14

Richard G. Turcotte  
Co-Chairman  
Transportation Advisory Committee  
P. O. Box 750076  
Arlington Heights, MA 02475

**To residents in the vicinity of Jason ST entrance to Menotomy Rocks Park:**

**TAC would like to learn your opinion re several options that are under consideration to calm traffic. See the reverse side of this sheet.**

**Please complete the Q and return in the enclosed envelope by July 25.**

**Thank You**

[Prepared by Arlington Transportation Advisory Committee Working Group]  
June 25, 2014

1. Would you support installing the following type of traffic calming devices to reduce speeds and better manage motorist right of way, even if it resulted in losing some on-street parking spaces?

A. Roundabout (see drawing)\*

YES ☐ NO ☒ DON'T KNOW/NEED MORE INFO ☐

*See ATTACHED Letter 7/21/14 and prior letter dated 12/1/2012*

B. Raised crosswalks or speed humps?

YES ☒ NO ☐ DON'T KNOW/NEED MORE INFO ☐

C. Bump outs/curb extensions on streets other than Jason?

YES ☐ NO ☒ DON'T KNOW/NEED MORE INFO ☐

\* [NOTE: the Roundabout would replace the "island" currently situated near the entrance to the Park]

2. Would you support a permanent speed radar sign at a designated location on Jason Street?

YES ☐ NO ☐ DON'T KNOW/NEED MORE INFO ☒

*Jim Britt  
141 Jason St.*

*7/21/14*

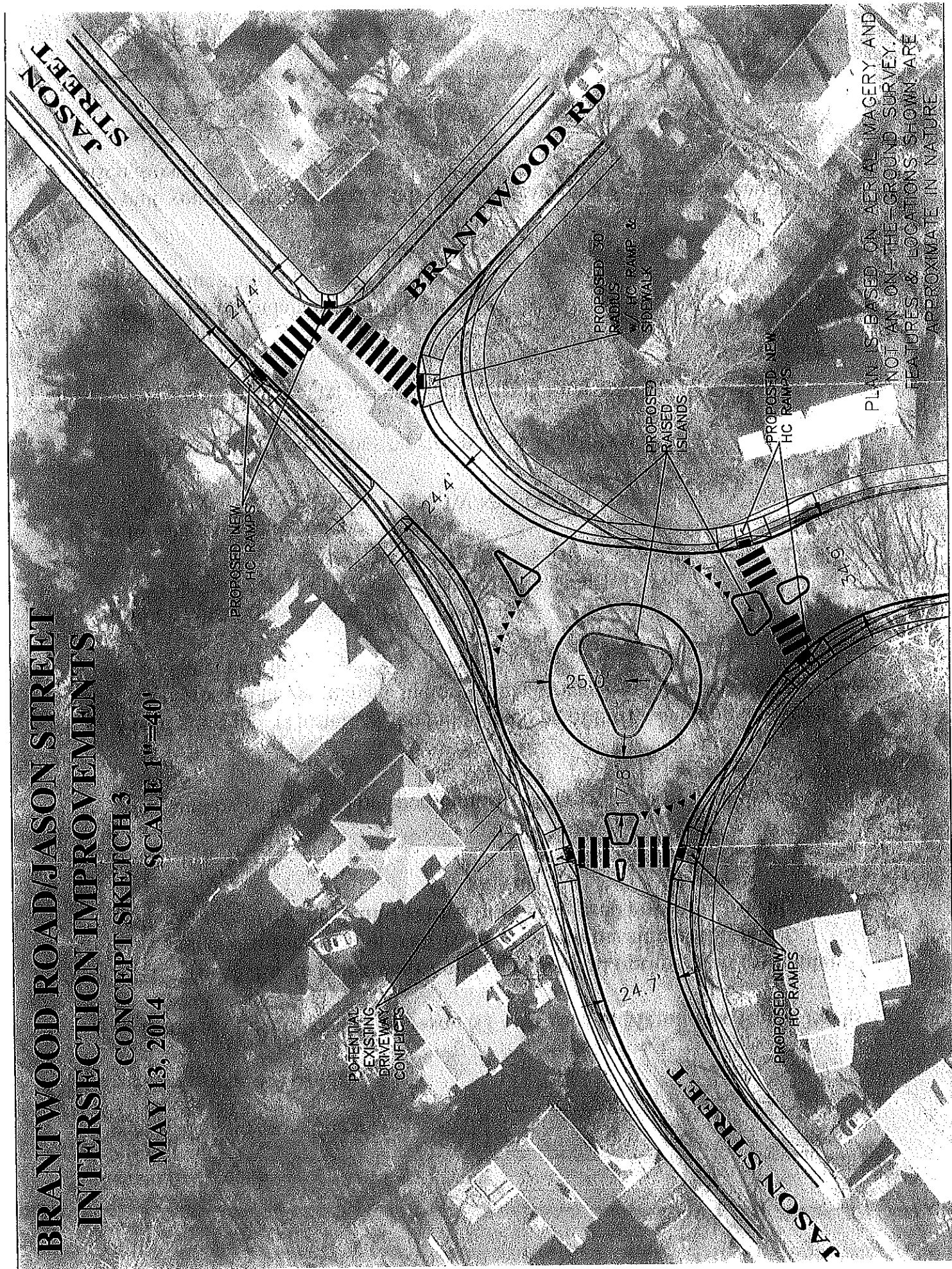


# BRANTWOOD ROAD/JASON STREET INTERSECTION IMPROVEMENTS

CONCEPT SKETCH 3

MAY 13, 2014

SCALE 1"=40'





Addressed to the Town of Arlington – Board of Selectmen July 21, 2014

Dear Members of the Transportation Advisory Committee,

I am a resident of the Jason Street/Menotomy Rock Park neighborhood (141 Jason St.) directly across from the triangular "island". I received in my mail slot a questionnaire (enclosed) on my return from a three day weekend on Sunday July 20<sup>th</sup> with instructions to complete some questions and return the completed form to a PO Box by July 25<sup>th</sup>. This is an alarmingly short notice to meet this deadline by residents. Some I talked to were unaware of the importance; no Town of Arlington letterhead was present on the dropped off letter and some placed it in their "junk" mail pile, to be read later.

Turns out that many neighbors are on peak vacation or out of town and they will be greeted with this inquiry after its due date. However, I have talked to 10+ neighbors yesterday prior to my response. Many feel uneasy about this form of communication which I will elaborate below. I have followed this topic for several years (10 year at least) and have attended many meeting over this period however I will focus on a few recent evening meetings, one a year ago and one say 6 months ago, not sure of exact dates. There appears to be a "re-start" to an old question and an old radical concept to introduce a ROTARY. The question has always been; How can the Town reduce rush-hour traffic and vehicle speed on Jason Street without compromising or adding burden to other neighboring streets and maintain the neighborhood "feel" ? Not an easy question.

First, the consensus of many of my neighbors and others I talked to (including those living on Hillsdale and Pleasant View), was complete dismay with the thought of a bold attempt to introduce a ROTARY in a high density residential area. Obviously this is not a final vote however there is clearly a trend by a wide margin. The fact that this option was the first to choose from (the questionnaire list) and it was emphasized with a detailed highway plan, raised a question from several (unprompted by me I may add) to the point of: Who is driving this design, who is behind this, is there an underlying benefit to others outside of the immediate neighborhood to proposing a "make work project". This is certainly not the goal from a neighborhood perspective. Why did the committee outright miss the opportunity to include two more plans for questions b and c, much easier to prepare to give to neighbors and make it a bit easier to evaluate (not everyone is a traffic engineer). The opportunity to see in plan other less intrusive (and costly) plans is critical to get a fair set of responses.

A few words on the roundabout concept - Call it what you will but it is a ROTARY. A primary purpose of a rotary is to sort out and organize traffic without introducing traffic lights. It is not intended to slow, stop or in Jason Street's scenario (plan proposed) act as a blockade especially during high volume rush hour traffic. For those who do not understand the likely outcome with construction of a rotary in the area noted on the plan, I would be more than happy to spend time with you or the committee.

There are 4 points I would like to summarize to keep this response as brief as possible.

- TEXTURE of the NEIGHBORHOOD -The originators of the ROTARY plan continue to disregard a fundamental consensus that priority one is to not change the "texture" of the immediate neighborhood that revolves around the primary entrance to Menotomy Rocks Park and its role in the community along Jason Street. Introducing the ROTARY will change that forever. The elimination of parking, the removal of a few key trees, the 21<sup>st</sup> century design introduction of a concrete like circle, directional islands on the three major approaches, re-contouring sidewalks (a physical change to those homes curb lines in the re-construction area) and an overall modernization to an old residential feel streetscape. That option is not responding to our countless requests for smaller more effective changes.
- OPERABILITY/ FUNCTION – When you look closely at the width of roadway dimensions (sub standard by today's guidelines) and the further restricting ROTARY imposed dimensions, the function as a roadway needs serious review with respect to turning radius's for large vehicles (Utilities trucks, Town vehicles, tree removal vehicles, snow plows and their operation, trash removal vehicles, school busses on daily schedules, special busses for track meets in the park for example, construction vehicles, Moving Vans, emergency vehicles, etc.).....all with a direct purpose to be on the streets. Note: the committee continues to disregard neighborhood requests to categorize and enforce "no trucking on Jason Street". This seems very logical and consistent with many other surrounding towns' approach to pedestrian safety and "softening" high travel, high density neighborhood roads.
- COST and OVER DESIGN - A primary concern is the ROTARY approach will have some dramatic impacts to cost. It will introduce a high risk that in all good intentions the ROTARY will be inoperable from the day it would open(traffic congestion, added Town maintenance, providing a sterile feel and access to the park(lack of direct parking for example), and the possibility that the rotary will need to be de-constructed and returned to its current configuration or go further with installation of traffic lights and further modifications to force the design to work(only time will validate this possibility, however it is does remain a possibility). For those who discount this as a possible outcome, look no further than a major traffic calming project for Medford Square a few decades ago where 10's of millions of Federal and State funds were used to reconfigure traffic. Turned out to be an outright failure, dollars to construct, businesses going bankrupt, loss of business at the local business and shops due to the reconfiguration, and finally dollars (millions) spent to re-construct the original Medford Square layout. There are many other examples of poor design processes that missed the obvious. This is not intended to discredit or criticize the committee or those who put in long hours to come up with the ROTARY. In fact it does address reducing traffic (minimal) and slowing speed (minimal at the ROTARY entries only), but at what cost in terms of the quality of life with the park surroundings, the overall neighborhood, and the statistic that bear out that ROTARY's have a higher accident rate than other intersection configurations. As a side note, all of the data points recorded and reviewed by TAC reveal the very good record of "no" accidents over the past several years with the current traffic configuration.
- IMMEDIATE AND LONG LASTING IMPACTS ON ABUTTERS - The homes directly in the path of the proposed ROTARY (137,141,143, a few others) have conditions presented that make driveways

inoperable and/or unsafe. Please refer to the note on the traffic plan that highlights this condition that has no obvious solution. Also including homes 6-10 addresses (Jason, Brantwood, Hillsdale, and Pleasant View) in the ROTARY or in the paths entering and exiting will experience cars cued up to pass through the ROTARY during rush hours depending on morning or evening traffic volumes. Also it is logical to expect rapid acceleration leaving the rotary.

#### CLOSING REMARKS

I have attached a more detailed document dated 12/1/2012 discussing this very topic based on my years of observations (I do have the best seat in the house to observe and note how things have changed but remain the same on this part of Jason St.) and my years of traffic engineering experience. This document was shared at the last two TAC Jason Street evening meetings. I REQUESTED THAT THE DOCUMENT BE PART OF THE PUBLIC RECORD. I remain surprised that there was no discussion within the document "dropped off" to residents (end of last week?) by TAC that addressed the consensus request at that information workshop by those attending to look into 1). A No truck route 2). Painting of cross walks (now) not waiting for the Town's return to school paint schedule 3). Yield sign approaching from Hillsdale 4). Cross walk "sticks" within the main crosswalk to the park. I believe there were a few others for example, stop the practice of painting a double yellow line on a roadway that is 24 feet in width (from Gray to the Park and beyond) and "refresh" the current signage on Jason Street. All of these suggestions kept town cost low and ease of implementation in mind. Going the ROTARY route has so many drawbacks even I wonder where the support or push to go in this direction is coming from.

I hope that the Selectmen (Steven Byrne, thank you for your attendance at the last workshop) and the Town Manager will take note of this positive approach by town residents to make subtle changes and possibly provide TAC with some help and guidance. I think that if visitors to the park where allowed to vote they too could not help but to mention the unique step back in time as an attraction to Jason Heights and the Park.

I will end with a story fresh on my mind. Last evening (Sunday) as dusk approached I took our family dog for a walk. Immediately in front of my house I greeted perfect strangers. I greeted a Mom and Dad with two little children, baby carriage and all. A brief exchange of how nice the evening was, as the infant was strapped into the back seat. The little girl 4 years old (I asked) was fascinated by the presence of our furry little white dog. As I said good bye I heard the little girl say to her parents that she did not want to leave the park (usual for a 4 year old), her parents assuring her they would come back. In essence this story captures the neighborhood's role and connection to people, families, residents, visitors, and neighbors for the majority of time. After all, rush hour is at most approximately 4 hours out of a 24 hour period during the weekdays only. Weekends are fine. That small but important moment would not have taken place with the ROTARY in place. Parking and a sterile feel where once stood a quiet island on a quiet street would be replaced with a more industrial setting for sure. Sincerely, Jim Britt – 141 Jason Street.

CC: Town Manager, Steven Byrne, TAC Members – Town Hall

## Jason Street Traffic Assessment for TAC Meeting Records

Prepared December 1, 2012

By Jim Britt – Resident, 141 Jason Street

### Problem Statement

Jason Street experiences an increase of commuter volume moving west (7:30 - 9:30am) and east (4:30 – 6:30pm) Monday through Friday. Speed is a consideration however it is a function of open roadway conditions (off peak and rush hours). Higher volume usually results in lower speeds.

### Overall East - West Traffic Routes (Rte 2)

Arlington (Jason Heights) abuts Rte 2, a state highway that has 4 high speed lanes in both directions. Rte 2 is a major access highway for commuters and general traffic that seek direct routes to Boston/Cambridge and Rte 95 (128). Between Pleasant Street (Rte 60) and Park Avenue there is a high density of vehicle traffic that access feeder roads to and from Rte 2. Pleasant Street, Jason Street, Highland Avenue, and Park Avenue are the main streets and most convenient to access Rte 2 in this section of Arlington. All of the roads are needed to accommodate daily traffic volumes and usage varies depending on surrounding traffic density, driving habits, and the time of the day or the day of the week.

### Background

Over 5 years ago, Ed Starr led TAC with passionate focus on accommodating resident and neighborhood calls to address increased traffic volume on Jason Street during the commuter rush hours. Many ideas were discussed at numerous town and neighborhood meetings, some were contentious with other neighborhoods and individuals. Some proposals added restrictions to Jason Street which would lead to changes in traffic patterns and increased traffic volumes in other neighborhoods. Highland Avenue was one example. Some suggestions such as, seal off access to / from the Rte 2 Access Road (Spring Street), one way traffic flow, variable one way traffic flow, reverse flow and introduction of a round-about (rotary) concept at the focal point of Menotomy Rocks Park were addressed. Each will be discussed later in this document. All were determined to be not advisable or feasible with extensive studies, analysis and input from impacted residents, individuals, and multiple interest groups.

There were positive results from the many meetings, ideas were shared and some improvements were put in place with little capital investment. Crosswalks were painted, two crosswalks were added (in conjunction with school bus stops), landscaping was improved at the landmark island at Menotomy Rocks Park and a pedestrian crosswalk sign (centered on the Jason Street roadway) was added at the entry to the park. All improvements provided added messaging to drivers to be cautious (slower speed) and highlighted the fact that they were driving through a densely populated neighborhood. Also there was added police presence to provide citations for speeding and solar powered, self-recording speed signage equipment was deployed from time to time, allowing drivers to acknowledge their actual speed versus the speed limit.

Other requests such as raised crosswalks, speed bumps, truck traffic restrictions, and a yield sign at the Hillsdale Road approach to Jason Street were not considered by the town. The neighborhood (Jason Street) also took matters in their own hands which was met with varied reviews from town safety officials, town government, and negatively impacted residents. These actions included homemade signs on lawns or held by family members (during evening rush hours) to slow down traffic, vehicle counting, and also recording speeds with a privately owned radar gun. The most memorable was the organized plan to leave parked cars on both sides of Jason Street to slow traffic down. This was effective but short lived given the limited accessibility for emergency vehicles and other traffic dangers that were introduced. That practice was stopped by the Arlington Police Department before any serious condition presented itself.

As of recent date, the sidewalk crossing sign at the park crosswalk (similar to those found on Mass Ave. and other busy street crosswalks) has been eliminated, police presence is virtually non-existent during rush hours (one does find a police car stationed at the top of Venner Road during evening rush on average 2 days per month to ticket the most knowledgeable at reducing the time to "cut through" the west to east alternative) and crosswalk painting has return to an annual refresh in August prior to the start of school in September.

#### Current State - Root Cause

The resourcefulness of commuters and improved driving navigation aids (GPS, Apps) has led to the next level of sophistication to seeking out alternate routes to traffic tie-ups (Pleasant Street in this case). This does not bode well for Jason Street and other streets in Arlington and other communities. Of equal importance, it has been described candidly by traffic experts and local public safety officials that Jason Street is a public way and it is a vital east west link to relieve pressure on Pleasant Street during rush hour traffic. If one were to look for a root cause, the through-put (or lack of in this case) traffic on Pleasant Street is the primary cause for drivers seeking alternate routes (short cuts) through the Jason Heights neighborhood and other adjoining neighborhoods. This is proven by the direct drop off of traffic on Jason Street when Pleasant Street back-ups dissipate and excessive traffic is not evident.

Traffic studies to change traffic light timing at Pleasant Street / Mass Ave and the couplet traffic signals at Medford and Summer / Mystic Streets to define favorable timing to move traffic east – west (both directions) have shown little priority for Pleasant Street versus Mass Ave through-put needs. **THIS SHOULD CONTINUE TO BE A PRIMARY FOCUS FOR TAC.**

#### Incremental Improvements Looking Forward

There is no silver bullet without a significantly higher through-put (ability to move vehicles) on Pleasant Street or the closing of the access point (to and from Jason Street) at the Access Road, Rte 2 at Spring Street. The second is unlikely based on prior TAC work and findings. The good news is that Jason Street and main tributaries (Pleasant View, Hillsdale, , Norfolk, Gray) function very well outside of the traditional rush hours including early morning, mid-day, evenings, weekends, and holidays and

reasonably well during rush hour. In other words, about 4 hours a day there is a noticeable increase in traffic on Jason Street Monday through Friday. This leaves a great deal of neighborhood quieter roadway time depending on individual's tolerance level. Those who live on Jason Street (and vicinity) who frequent it by car, foot, or bicycle cannot help but to recognize the texture of a neighborhood and the natural attractions such as the quiet side streets, building architecture, Menotomy Rocks Park and the warmth of neighbors, visitors from other communities, children, dog walkers and the countless events that draw people to the park. This is not meant as surrender from making traffic improvements however it is a perspective that careful choices must be made to work with givens and not change the texture of the neighborhood. A classic example (on a much larger scale) was the redesign of Medford Square's traffic design in the 90's. Millions of dollars were spent to force traffic to acquiesce to pedestrians, access dedicated MBTA bus ways, encourage pedestrian access to shops/businesses and force cars to avoid the heart of the downtown. Long story short, after millions of dollars, results showed the original downtown roadway system was far superior. The Traffic engineers and urban designers missed the mark by a wide margin. The roadways were returned to their original layout at a premium cost, after negative impacts were quickly realized.

There is a lesson to be learned that any radical changes to the texture of the Jason Heights roadways will have dramatic impacts to the neighborhood and the attractions that make it so desirable to live and visit. Introduction of more traffic lights, excessive signage, roadway stripping, sidewalk cutouts, and rotaries, will not only cost design and construction dollars but more importantly draw attention to the need to further utilize Jason Street as an east - west traffic corridor. THIS IS THE COMPLETE OPPOSITE OF THE NEIGHBORHOOD'S GOAL! I would propose that a primary goal should be to maintain Jason Street and its neighborhood as a model of traffic calming by tweaking the infrastructure that exists today.

One of the most vital assets of Jason Street and Jason Heights is its Park. The unique entrance that is accented by the intersection of Pleasant View, Hillsdale and Jason Streets is identified by a Landmark. It is a triangular shaped island that was part of the original street layout (1920's) and probably rebuilt with granite / concrete curbing in the 1940's. The geometry is unique and provides more than a focal point and a landmark to locate the Park. The geometry allows for significant parking spaces that relieves the need to park on lengths of Jason Street and Brantwood Road as an example. It allows for safe access and congregating for the park!

#### Daily Observations over the past 18 years

My family was fortunate to find a 1930's colonial style home located at 141 Jason Street over 18 years ago. What made the decision for my wife (Kim) and I was, (and is) location. With a two year old daughter Katherine, (now a sophomore at Amherst College) we found Jason Heights the best location over several towns we searched. The quote from Kim during our first days in the neighborhood always stands in our mind. On a snowy day the remark was; this neighborhood (the streets, the houses, the park) "is right out of a Currier & Ives scene". That has not changed!

141 Jason Street is directly across from what is referred to by some as the Landmark Island that is linked with Menotomy Rocks Park. I am a firsthand witness of every imaginable park event, traffic conditions, seasonal uses for the park, and the people flow of close neighbors, distant neighbors, visitors and of course "rush hour" traffic habits.

With this in mind, I feel confident that my perspective can be judged with credibility. Also to add to my credibility I am an engineer who has worked on transit projects (roadways and subway systems) and urban design. I was part of the management teams that led design and construction of the South West Corridor Project, Boston, MA - Relocated Orange Line and Commuter Rail, Chinatown to Forest Hills Station (1978-1987) and the Central Artery Tunnel Project (1988-2004). Currently I work at a large office / manufacturing site in downtown Boston and oversee development interests including roadway design as part of Boston's Innovation District along with other duties. Also to this day I am a walking (neighborhood) commuter to catch a bus to Alewife Station via Rte 2 or Harvard Square via Mass Ave and I get to experience a wider range of the neighborhood on a daily basis. The experiences I have accumulated are applicable to assisting TAC and the neighborhood with making improvements to traffic as we know it.

Recommendations (+) / Non Starters (-):

- (-) Pursuit of one way or variable timed one way streets (Jason and others) will be difficult to gain consensus from direct abutters and the broader neighborhoods. Also implementation of one way streets will promote higher speeds. This recommendation was not well received during prior improvement discussions.
- (-) Closing the entry to / from the Rte 2 Access Road (at Spring Street) will also be difficult to gain consensus from direct abutters and the broader neighborhoods. From a traffic engineering point of view the introduction of this access was short cited for the current condition (with the large increases in traffic volumes over the past three decades). When getting off the Park Avenue exit, going west on Rte 2, conditions present a dangerous "weave" when cars attempt to crossover to the far right lane in a short distance competing with traffic approaching from Pleasant Street to take the right onto Spring Street( the Jason Street cut through). This recommendation was not well received during prior improvement discussions.
- (-) Rotary (or round about) to replace the Landmark Island at the entry of Menotomy Rocks Park presented numerous public safety, parking, access, vehicle cueing upstream and downstream of the proposed rotary and other negative impacts (refer to attachment #1). This recommendation was not well received during prior improvement discussions.
- (-) Addition of roadway lines west of the Landmark Island may not be allowed by state highway standards and will potentially restrict street parking. This recommendation was not well received during prior improvement discussions.
- (+ or -) Raised crosswalks were addressed however there was not much history on applications in our area five years ago. Recently raised crosswalks have gain favor in other towns and it would be worthwhile to take a second look. Drainage was a concern as I recall however this is a non-issue since the crosswalk typically tapers at the curbs allowing rain water and drainage to

flow. Also snow plow equipment has the capability to ride with the road elevation change. Some abutters that are in direct line with crosswalks may not be in agreement due to vehicles de-accelerating / accelerating passing over the crosswalk or vehicles hitting bottom if one does not slow down.

- (+ or -) Sidewalk extensions. An example would be Pleasant Street in Belmont that parallels its town center stretch of roadway. This would require further engineering studies.
- (+) Restrict truck traffic from Mass Ave to Spring Street (Jason and Hillsdale / Pleasant View from the west. Local trucking allowed; UPS, deliveries, contractors working on local streets and other exceptions.
- (+) Reinstitute Crosswalk signage (moveable stick) centered on the main crosswalk to the park on Jason Street.
- Replace old and tired signage (not a recommendation to add signage, with the exception of a yield sign discussed below). For example the sign at the small divider island, approaching from Rte 2 Access Road has a faded "keep right" overlay on a reused "radar" sign.
- (+) Add a crosswalk west of 143 Jason Street, (exact location to be determined by highway department and directly impacted residents)
- (+) Add solar powered actual speed signs at strategic locations to provide drivers immediate feedback.
- (+) Gain commitment from the Police Department to set speed station (vehicle or motorcycle) patrols at an agreed frequency (for example twice a month) and enforce the law with vigor. This is common practice in other communities.
- (+) Complete the re-lamping of street lights with LED lights on Jason Street. (public safety)
- (+) Install a Yield sign at the approach to Jason Street from Hillsdale Road. This would include a white line to delineate the yield site line.
- (+) Crosswalk re-painting on a semi-annual basis.
- (+) Maintain existing roadway geometry to not impede traffic flow from Spring Street to Gray Street (either direction). Unfortunately homes at Jason and Gray Streets and Jason and Mass Ave intersections experience traffic back-ups induced by a stop sign and traffic signals respectively. This is unfortunate but dictated by requirement for vehicles to stop. Note: Any proposal to add signals, a rotary (or round-about by some definitions) west of Gray Street will create additional requirements for vehicles to stop, introducing cues of vehicles (back-ups) and adding a need for rapid de-acceleration, acceleration which will add vehicular noise and added pollutants to the air. Altering the current road geometry will greatly compromise the neighborhood with more congestion and other negative impacts highlighted in Attachment 1.



### Summary

I appreciate the interest from those who have read a rather lengthy document and that you consider it as one perspective based on historical background, my close interaction with a small piece of the neighborhood, and the reality that cars are an integral part of how it functions. Said another way; I do not view a densely populated neighborhood or town as exclusive but "inclusive" which will require compromise with many outside influences including cars and other vehicles.

I would be more than happy to discuss other suggestions, perspectives, questions, or areas that in your view I have misrepresented. I have spent a fair amount of time on this very subject the last time that TAC was called upon (5 years ago?) and I have a high level of interest that improvements are made. I have also been a board member (no longer) of the Menotomy Rocks Park Association dating back to 1996 when the park was going through a revitalization including restoring the pond and other amenities. We as a community should be very proud of the improvements to the park and I believe the same can be done related to traffic as a whole. I am here to help.

Sincerely,

Jim Britt

141 Jason Street

Arlington, MA

## Attachment 1

### Impacts of Replacing Landmark Island with Rotary (or round-about)

#### Rationale to Not Alter the Landmark Island (+)

- The current road geometry is properly scaled to allow traffic loads under all conditions. An extreme example goes back several years when a tragic fire took place at a home on Pleasant Street, late afternoon leading into rush hour. Pleasant Street was blocked in both directions for several hours and State and Arlington police re-routed all traffic to Jason Street. The Jason Street east – west corridor handled the highest level of traffic with order and success. It is something that no one looks forward to (both the fire and the excess traffic) however the neighborhood understood the role Jason Street needed to play to allow people to travel. This was a small sacrifice on our part to help a community tragedy. As a footnote, one of Katherine's best friends, Dora lived in that house and the community stretching into Jason Heights came together and helped Dora and her family. No one was injured, the house was rebuilt from the foundation up and Dora is now a sophomore in college at LSU. There are other incidents (vehicular accidents, trees down, power failures, emergency utilities work, etc.) on Pleasant Street that have resulted in direct utilization of Jason Street. These types of incidents have been real life examples of how well the roadway works in its current layout. This is more reliable and is more useful than traffic grid computer modeling in most cases.
- The current island geometry allows parking on all three sides (across from island) and conservatively allows for over 18 cars to park and have convenient access to the park and neighborhood events such as resident – guest parking overflow, holidays and celebrations, Super Bowl Sunday Parties, the Spooky Walk, Shakespeare in the Park, school and non-profit events, picnics, athletic activities, ice skating, fishing, the list is endless. For the record I encourage parking in front of my house and have met many new people and families from outside the neighborhood in the course of mowing my lawn or walking our dog as example.
- The current roadway allows free flow of emergency vehicles, large moving vans, large utilities and construction trucks (performing work on the street or private homes). Worth noting is that construction vehicles that are required to remain on site can park out of the main traffic flow on the radius curb that connects Jason Street to Hillsdale Road (on the Pleasant View Road side). This is also a first preference by many park visitors (elderly, families with small children, dog owners, etc.) to park out of the main traffic flows on Jason Street and Hillsdale Road. Also many school buses prefer to park in the island area and wait for track meets and other events to take place in the park.
- Winter conditions – The island and its perimeters are utilized very effectively by the Town's snow removal teams and the location does provide additional space to "push" and store snow during heavy snow periods. Their strategy also allows a manageable use of Jason and surrounding streets to handle emergency vehicles and daily users of the roadways especially Jason Street.

- Personal Testament - I can recall the numerous times that I have had access to roadways while other Arlington streets were choked off with nowhere for snow to go. The original road designers accounted for all situations. I have utilized my driveway literally thousands of times over the past 18 years and I have always navigated safely the entry to Jason Street independent of the direction I would select. My wife and daughter (a fairly new driver) experience the same level of safety. Our driveway is in the heart of the island – Jason Street roadway configuration and backing out of the driveway always takes place with little fanfare even during the short “rush hours”.

#### Introduction of a Rotary (or round-about) in place of the Landmark Island (-)

The above benefits would be nullified with the introduction of a rotary, round-about concept or any changes to the existing island. More detailed negative impacts are discussed below for three design configurations.

1. Introduction of a rotary with a counter clockwise( CCW) direction (approaching from Rte 2) will have negative impacts and introduce unsafe conditions (-)
  - Parking will be compromised
  - Signage will be required (tripled is conservative) and a yellow blinking caution light(s) will become part of the rotary design consistent with state highway design requirements and good engineering practice. This would be a good time to visualize the dramatic change that would give way to the “feel” of an east-west connector and not a quiet neighborhood, inviting more focus on the direct access between Mass Ave and Rte 2.
  - Vehicles will be required to stop (assuming opposing traffic is present) since vehicles in a rotary have the right of way. Vehicles will cue up from:
    - 137 Jason Street (along the park’s front face) to as far as 143 Jason Street where the rotary left turn would commence going west to Hillsdale
    - 150 Jason Street going east approaching the rotary
    - From 10 Hillsdale Road back to the start of Pleasant View Road to allow eastbound Jason Street traffic from Jason Street to flow through the rotary continuing east on Jason Street
    - This will give the appearance (and in actuality) of gridlock from the three (3) points of traffic flow (Jason eastbound, Jason westbound, Hillsdale eastbound)
    - Neighbors will be impacted by traffic cueing and will not have safe / ready access in and out of their driveways (approximately 10 driveways impacted – conservative estimate).
    - Vehicle headlamp light beams will be re-directed with “splashes” of light directed at homes adjacent to the proposed rotary location (8 homes). This will be during all hours of darkness unrelated to “rush hour” however the high frequency of bands of light will be not tolerable during high traffic times. The headlight “splash” impact to homes currently is minimal.

2. Introduction of a rotary with a clockwise direction (approaching from Rte 2) will have negative impacts and introduce unsafe conditions (-)
  - In this configuration the rotary direction is reversed (clockwise approaching from Rte2) and the above negative and unsafe conditions would also be realized.
3. Introduction of a hybrid rotary with clockwise and counterclockwise directions approaching the rotary will have negative impacts and introduce unsafe conditions (-)
  - In this configuration the rotary direction is further complicated bi-directional travel through the rotary and similar to the above negative impacts and unsafe conditions would be realized.

## SUMMATION

With any of the three (3) configurations (clockwise, CCW, or hybrid / round-about) a serious design flaw would be introduced. It is best explained by a condition I have witness at least three times at the intersection of Spring Street and Jason Street. A car approaching from Spring Street (knowingly or unknowingly) takes a sharp left avoiding the signage that clearly directs traffic to go beyond the 12'x12'x12' island and "short cuts" travel to access Jason Street heading east. To put it another way, the island would be on one's right as you pass it and proceed up the first of a series of hills along Jason Street. This is an extremely unsafe condition and although rare constitutes concern. My observations have always been during the daylight hours. There is a much higher probability that this practice takes place late at night and during other random driver "states of mind".

This form of "short cut" will be inherent to the rotary (round-about) design. Driver will have the ability to not follow signage and short circuit the rotary. The geometry of this particular triangular (shallow radius turns) intersection will promote either a mistake or calculated risk to "short cut" the designed traffic route. I will give one example and not go through all of the possibilities. In the counter clockwise configuration cars traveling from Spring Street east on Jason Street can stay far left at the rotary (rotary will be on their right) disregarding signage and other visual information and do a direct short circuit into oncoming vehicles from Jason Street heading west. **Particular attention need to be placed on this thinking.**



## Town of Arlington, Massachusetts

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**For Approval: Letter of Support, Green Routes Initiative**

**ATTACHMENTS:**

Type	Description
 Backup Material	ABAC request; Green Routes letter of support

ARLINGTON  
BICYCLE  
ADVISORY  
COMMITTEE

JULY 3, 2014

TO: **Arlington Board of Selectmen**

CC: Adam Chapdelaine, Town Manager;  
Howard Muisse, Chair, TAC

FROM: Christopher Tonkin, Chair,  
Arlington Bicycle Advisory Committee (ABAC)

[www.abac.arlington.ma.us](http://www.abac.arlington.ma.us)

RE: **Support for the regional Green Routes Initiative**



Dear members of the Board of Selectmen:

The Arlington Bicycle Advisory Committee (ABAC) requests that the Board officially endorse the efforts of the Green Routes Initiative, a coalition of pedestrian, bike and trail advocates from throughout Greater Boston. The Initiative is working with MAPC, DCR and individual cities and towns to support policy changes and state funding allocations to better tie our region together with greenway trails and, where necessary, on-street pedestrian and bicycle improvements to eliminate gaps.

Of course, we here in Arlington are blessed with the Minuteman Bikeway and the Alewife Brook Greenway. While each is a success in and of itself, their utility as transportation and recreation corridors is limited because they do not interlink well with other greenways and paths. Ultimately, the Minuteman will link to the Charles River and to downtown Boston, and the Greenway will link to Medford Square and to Everett via the Mystic River. At the current pace, however, these critical connections could take a decade or longer due to the lack of political will and/or funding. The primary goal of the Green Routes Coalition is to help break this gridlock by creating the political momentum to develop an actionable plan that the Legislature and State agencies will stick to.

The Town is doing its part by developing a plan to tie the two ends of the Minuteman through Arlington Center. Our committee asks the Board of Selectmen to officially endorse the statement on the following page, by signing and sending it on Town/Board of Selectmen letterhead to the Green Routes Initiative.

Please do not hesitate to contact me or ABAC member Phil Goff about this exciting regional initiative.

Christopher Tonkin, Chair  
Arlington Bicycle Advisory Committee

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# OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

July 16, 2014

Steven Miller  
Board of Directors, Livable Streets Alliance  
60 Pacific Street  
Cambridge, MA 02139

To the Green Routes Initiative:

The Arlington Board of Selectmen joins you in supporting the completion and linking of our existing greenways, rail-to trail projects, and off-road paths to create a seamless regional Green Routes network. This network will bring safe, family-friendly walking and bicycling facilities suitable for recreation and transportation usage within a half-mile of the homes of a majority of Eastern Massachusetts' population.

The Board supports the creation of a Green Routes network because it will provide a safe place for healthy activity by people of all ages and abilities, improve water and air quality, help relieve traffic congestion and stimulate local business. All this while increasing property values and enhancing our competitive advantage as a region in which people want to live and work.

We urge all municipal, regional, and state agencies and governments to work together to plan, fund, create, and maintain the Green Routes network as a valuable asset for Arlington, our neighboring communities and all of Eastern Massachusetts.

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SELECTMEN  
OF THE  
TOWN  
OF  
ARLINGTON



## Town of Arlington, Massachusetts

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**For Approval: Arlington International Film Festival Banners**

**ATTACHMENTS:**

Type	Description
Backup Material	ATED Approval memo
Backup Material	AIFF request
Backup Material	Banner Policy

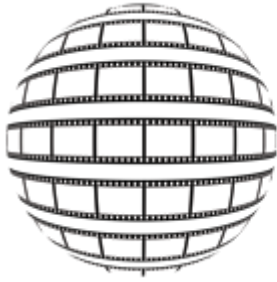


**From:** Angela Olszewski <amolszewski@gmail.com>  
**To:** Fran Reidy <freidy@town.arlington.ma.us>  
**Cc:** Joseph Curro <jcurro@alumni.tufts.edu>  
**Date:** 07/24/2014 11:48 AM  
**Subject:** ATED sponsorship of AIFF pole banners

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The Arlington Committee on Tourism and Economic Development at the meeting of July 23rd voted in favor of sponsoring pole banners for the Arlington International Film Festival.

Angela Olszewski, chair



arlington  
international  
film  
festival

*'Where Arlington and the World Converge'*

July 21, 2014

Arlington Selectmen,

The Arlington International Film Festival will be presenting for the 4<sup>th</sup> year at the Regent Theatre October 15 – 19. For the past two years, the Town of Arlington has been most gracious in allowing us to display festival banners announcing this event, thus our request again this year to display the festival banners.

AIFF Request for Banners to be displayed in Arlington Center...

- September 10th - October 20th
- ATED will be the organization sponsoring AIFF and making the formal request to the Town
- Banners measure 7 x 3 (same banners that have been displayed for the past two years)
- Banners to be displayed on poles at Medford Street and Mass Ave (4 double-sided banners)

We appreciate your consideration and look forward to your decision. In the meantime, please let us know if there is a need for further information.

Kind Regards,

April L. Ranck  
Executive Director

TOWN OF ARLINGTON  
BOARD OF SELECTMEN

POLICY

Use of Town-Owned Property for Publicity and Promotion

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The Board of Selectmen (“Board”) is the custodian of public ways and sidewalks within the Town as well as appurtenant fixtures, such as islands, benches, and streetlight poles.<sup>1</sup> As such, the Board issues this policy to govern use of its fixtures for the temporary posting or installation of signs or banners to publicize upcoming events or to designate or promote the unique commercial, historic, or cultural character or status of an area or district within the Town.

I. General

Any signs or banners not specifically authorized under this policy are prohibited and are subject to removal and disposal without notice. Any signs or banners posted on any Town-owned fixture or property must comply with Article 7 of the Zoning Bylaw (“Signs”) and all pertinent Town Bylaws, including but not limited to Title V, Article 1 (“Billboards and Signs”). Any signs or banners erected in accordance with this policy shall contain only a description of the event or activity; the date, time, and place of the event or activity; the name of the sponsoring body or organization; and associated artwork.

II. Banners – Lightpoles and Town Hall

Only (a) banners for events or activities presented or sponsored by the Town or a Town committee; or (b) traffic, informational, educational, directional, or promotional signage installed by the Town or at its direction may be hung from the brackets on Town lightpoles or on Town

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<sup>1</sup> This policy applies only to Town-owned streetlight poles, not to utility poles owned by private companies that may or may not also support Town streetlights.

Hall. Only the Town Department of Public Works, its employees, or agents may hang and remove such banners. The Board of Selectmen must approve the hanging of any such banners or signs and the period of time for which they will be hung.

### III. Sandwich Boards/Islands

Privately owned or controlled sandwich boards may be placed on street islands only with prior approval of the Board of Selectmen and must be removed promptly (within 24 hours) after the conclusion of the events they announce. All sandwich boards must be secured or weighted to ensure they do not become dislodged by wind, traffic, or other foreseeable cause. Sandwich boards may not be placed on sidewalks abutting public ways.



## Town of Arlington, Massachusetts

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### For Approval: Park Avenue/Downing Square Parking Signs

#### Summary:

- a) 3-Hour Parking Signs on Park Avenue (at Peter Pan block of stores)  
James Quinn, Lauren Dubee; Ink Jam Tatoo Studio
- b) 2 Spaces, 15 Minute Parking on Lowell Street (before hydrant @ Peter Pan)

#### ATTACHMENTS:

Type	Description
Backup Material	Rateau recommendations
Backup Material	Ink Jam request
Backup Material	Pictures
Backup Material	picture
Backup Material	picture
Backup Material	picture

-----Original Message-----

From: "Corey Rateau" <CRateau@town.arlington.ma.us>  
To: "Marie Krepelka" <MKrepelka@town.arlington.ma.us>  
Cc: "Paul Conroy" <PConroy@town.arlington.ma.us>  
Date: Fri, 18 Apr 2014 07:55:51 -0400  
Subject: Re: Fwd: Parking on Park Avenue

Marie,

I spoke with the people at Ink Jam, Peter Pan, and Great Lengths Hair Salon. There were complaints that people were parking all day and hopping on the bus since there were no signs put up after the construction in Downing Square. Engineering had asked about putting the signs back in but I told them to wait until I spoke with the business owners there after I checked and saw it was a 1-Hr zone and I knew that probably wouldn't work for their customers. Told them that if they wanted more than one-hour to petition the board. Also, Peter Pan was looking to have the two spaces on the Lowell Street side of their business (before the hydrant) made 15 minute parking. I'm totally on board with it as you know they've changed the time limits in the lots to 3 hours to accommodate these types of businesses. The other businesses have their own lot so they shouldn't be affected.

Also, for housekeeping, we would need to address the new spaces added to the other side of Park Avenue because it's still listed as a "No Parking" zone in the traffic rules and orders.

Most importantly, I don't want to have Dan put signs back up to have to change them again later!

Officer Corey P. Rateau  
Arlington Police Department  
Traffic and Parking Unit  
(781)-316-3944 (Office) **\*\*NOTE NEW NUMBER\*\***  
(781)-316-3933 (Fax)  
Email: CRateau@town.arlington.ma.us

-----Original Message-----

From: Ink Jam <inkjam12@gmail.com>  
To: mkrepelka@town.arlington.ma.us  
Date: Thu, 17 Apr 2014 13:01:58 -0400  
Subject: Parking on Park Avenue

Hello and good afternoon.

I am writing on behalf of Ink Jam Tattoo Studio as the parking situation on Park Avenue has come to my attention. We were informed that the road is technically 1 hour parking and the city is considering putting signs up to enforce this parking limit. Because of the nature of our business, the majority of our clients have appointments lasting much much longer than 1 hour. We were hoping you could consider changing this particular section of road to 3 hour or longer parking for the sake of our clients, and not wanting to inconvenience them with tickets.

If you have any questions please feel free to call or email us at Ink Jam Tattoo Studio ([inkjam12@gmail.com](mailto:inkjam12@gmail.com) 781 316 2393)

Thank you so much for your consideration.

Jim and Lauren

--

**Ink Jam Tattoo Studio**

12 Park Avenue  
Arlington, MA 02474  
Work: 781-316-2393  
Cell: 781-308-6223  
[www.inkjamtattoo.com](http://www.inkjamtattoo.com)













## Town of Arlington, Massachusetts

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### Review and Comment on Draft CPA Ballot Question

#### ATTACHMENTS:

Type	Description
 Backup Material	Town Counsel reference



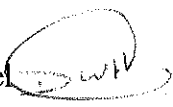


**Town of Arlington  
Legal Department**

Douglas W. Heim  
Town Counsel

50 Pleasant Street  
Arlington, MA 02476  
Phone: 781.316.3150  
Fax: 781.316.3159  
E-mail: [dheim@town.arlington.ma.us](mailto:dheim@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

To: Board of Selectmen

From: Douglas W. Heim, Town Counsel 

Date: July 23, 2014

Re: **November CPA Ballot Question**

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As the Board will recall, 2014 Town Meeting voted in the affirmative on Warrant Article 22 (128-77) to approve adoption of Community Preservation Act ("CPA"), which must now be accepted by the majority of Arlington voters to be fully adopted by the Town. The ballot question actually put before the voters must be prepared and submitted to Secretary of the Commonwealth's Election Division on or before September 5, 2014. The submission package must include a certified copy of the Town Meeting Vote, and the ballot question as prepared by Town Counsel.

While G.L. c. 44B § 3(f) vests the responsibility and discretion for developing the ballot question firmly in Town Counsel, the perspective of Board members, among others, is of course important. Per the statute, § 3(f) only requires that the question be a "fair, concise summary and purpose of the law to be acted upon, as determined by the city solicitor or town counsel,

including in said summary the percentage of the surcharge to be imposed,” which could yield many different variations on the question. However, in practice only a small portion of the question has typically varied from ballot to ballot. As such, submitted below for your review and comment is a draft ballot question with the portions that typically vary from ballot to ballot highlighted for your closer examination. In Arlington’s case, the variable portions fall into two categories: 1) the purpose of adopting the CPA in Arlington (i.e., a very short statement of the way the Town will likely use CPA monies); and 2) the order of the exemptions from the surcharge (all of which were approved by vote of Town Meeting).

#### **DRAFT CPA BALLOT QUESTION**

*Shall the Town of Arlington accept sections 3 to 7 inclusive, of Chapter 44B of the General Laws, as approved by its legislative body, a summary of which appears below?*

*Sections 3 to 7 of Chapter 44B of the General Laws of Massachusetts, also known as the “Community Preservation Act” (hereinafter “CPA”), establishes a dedicated funding source to enable the Town to: (1) acquire or preserve open space, and rehabilitate or create local parks, playgrounds and athletic fields; (2) preserve or restore historic resources and artifacts; and (3) help meet local families' housing needs. In the Town of Arlington, the Community Preservation Act will be funded by a surcharge of 1.5% on the annual property tax assessed on real property, subject to the exemptions below, beginning in fiscal year 2016, and by annual distributions from a trust fund provided by the state under the CPA. The Commonwealth provides distributions from the fund only to communities adopting the CPA.*

*If approved, the following will be exempt from the surcharge: (1) \$100,000 of the value of each taxable parcel of residential real property; (2) property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the Town; and (3) \$100,000 of the value of each taxable parcel of class three, commercial property, and class four, industrial property as defined in section 2A of said Chapter*

*59. A taxpayer receiving a regular property tax abatement or exemption will also receive a pro rata reduction in the surcharge.*

*Upon acceptance of the CPA by the voters, a Community Preservation Committee must be established by by-law to study community preservation needs, possibilities and resources, and to make annual recommendations to Town Meeting for approval on spending the funds. At least 10% of the funds for each fiscal year will be spent or reserved for later spending on each of the Act's three community preservation purposes: (1) open space, such as parks and playgrounds (2) historic resources and (3) community housing in the Town of Arlington.*

\* \* \*

Thank you for your consideration of this matter. I welcome any comments the Board wishes to share prior to finalization of the ballot language and submission to the Elections Division.



## **Town of Arlington, Massachusetts**

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### **Vote: Date for 2015 Annual Town Election**

#### **ATTACHMENTS:**

Type	Description
 Backup Material	Town Counsel memo
 Backup Material	Town Meeting Bylaw, 2015 Calendar March, April



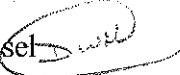


**Town of Arlington  
Legal Department**

Douglas W. Heim  
Town Counsel

50 Pleasant Street  
Arlington, MA 02476  
Phone: 781.316.3150  
Fax: 781.316.3159  
E-mail: [dheim@town.arlington.ma.us](mailto:dheim@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

To: Board of Selectmen

From: Douglas W. Heim, Town Counsel 

Date: July 23, 2014

Re: **2015 Town Election Schedule**

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This Office is in receipt of inquiries regarding the scheduling of the 2015 Town Election given that Saturday, April 4<sup>th</sup> (the first Saturday of April and typical Town Election day) and Saturday, April 11<sup>th</sup>, are both religious holidays in 2015. This memo builds upon a previous examination of the same issues in the 2012 election cycle by former Town Counsel Juliana Rice, as well as consultation with the Town Clerk and the Town Moderator, to present legally viable options and practical considerations in selecting dates. In sum, alternate Saturday dates of March 28, 2015, or April 18, 2015 are legally viable options, but some administrative and substantive concerns may present a Tuesday election, either April 7, or April 14, 2015, as an attractive option as was the case in 2012.

A. **Legal Timeline: the Warrant, Town Elections, and Town Meeting**

1. Opening and Closing of the Warrant. Pursuant to Town Bylaws the Warrant for the 2015 Annual Town Meeting must open no later than the first week in December 2014, and may not close earlier than the last Friday in January of 2015 (January 30, 2015). Title I, Article 1, § 2.

2. Posting of the Warrant. The warrant must be available at least seven (7) days before the Town Election. Title I, Article 1, Section 2; G.L. c. 39, § 10. However, the warrant must also be submitted to the printer at least two weeks ahead of the date targeted for distribution.

3. Election. Under the Town Bylaws, the annual Town Election is to be held on the first Saturday in April (April 4, 2015) unless the Selectmen vote, on or before February 1, 2015 to choose another date *“in order to better suit the public convenience for reasons it shall determine including, but not limited to, conflicts with the observance of religious holidays.”* Title I, Article 1, Section 1. Any other date may be chosen as long as the election occurs before Town Meeting begins so that Town Meeting members are in place.

4. Town Meeting. Town Meeting must start the fourth Monday in April (April 27, 2015). Title I, Article 1, Section 1.

B. **Alternate Election Dates for 2015 & Considerations**

Because both Saturday April 4, 2015 and Saturday April 11, 2015 fall on religious holidays, the following are all legally viable options to schedule the April 2015 Town Election, each with their own practical considerations:

1. March 28. If the election is called for March 28<sup>th</sup>, the warrant must be distributed by March 20<sup>th</sup> and therefore must go to the printer by March 6, 2015; leaving five (5) weeks between January 30<sup>th</sup> and March 6<sup>th</sup> to review, organize, and edit the warrant articles. Accordingly, hearings on the articles would proceed concurrently with finalization of the likely unnumbered warrant to ensure timely production of the Selectmen's Report to Town Meeting.

2. April 18. If the election is called for April 18<sup>th</sup>, the warrant will have to be distributed by April 10<sup>th</sup> and must go to the printer by March 27, 2015. However, Patriot's Day (April 20<sup>th</sup>) presents an additional complication. Although Town Meeting Members will be elected approximately one week before Town Meeting commences, the Monday holiday will impede the Town's ability to distribute written materials until later in the business week, thus truncating the amount of time for Members to review materials. Electronic dissemination of reports could ameliorate these timing issues for many Members, but both the Town Clerk and the Town Moderator have expressed reservations about distributing materials under such time constraints.

3. April 7, 14, or another weekday. Finally, the Board could opt to hold the election on a weekday. The law does not require that a Town Election be held on a Saturday, only that the Selectmen affirmatively vote to move the election for a valid reason before the February 1, 2015 deadline. See G.L. c. 39, § 10; Town Bylaws, Title I, Article 1, Section 1. As

such, the 2012 Town Election was ultimately held on Tuesday, April 10, 2012, approximately two-weeks before Town Meeting commenced on April 23<sup>rd</sup> that year. Either April 7 or 14, 2015, would present a viable alternative in keeping with such a practice. Choosing between them should balance the Board's need to conduct article hearings and approve the contents of the Selectmen's Report with affording Town Meeting Members time to review various materials in advance of Town Meeting on April 27, 2015.

\* \* \*

I am happy to discuss further practical and legal implications of specific Town Election dates at the Board's July 28, 2014 Meeting, or further in the future. However, in the meantime, I hope this memorandum proves useful in your consideration of the election schedule generally.

**TITLE I**

**GENERAL GOVERNMENT**

**ARTICLE 1  
TOWN MEETINGS**

**Section 1. Date of Annual Meeting and Adjournment**  
*(ART. 93, ATM - 05/23/88) (ART. 12, ATM - 05/09/94)*

The Annual Town Meeting for the purposes of conducting the regular Town Election of Town officers including Town meeting members, and for the submission of questions to the voters of the Town, if required to be submitted thereat, shall be held annually on the first Saturday of April unless the Selectmen vote not later than February 1 to establish another date in order to better suit the public convenience for reasons it shall determine including, but not limited to, conflicts with the observance of religious holidays. Said election shall be considered part of the Annual Town Meeting held in that year. All articles in the warrant for any regular Town meeting to be acted upon and determined otherwise than by ballot shall be considered at a Town meeting to be held annually on the fourth Monday in April, at eight o'clock in the evening.

# March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

2015

# April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			<b>1</b>	<b>2</b>	<b>3</b> Good Friday	<b>4</b>
<b>5</b> Happy Easter	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b> Orthodox Easter	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> Patriots' Day	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b> Town Meeting First Night	<b>28</b>	<b>29</b>	<b>30</b>		

2015



## Town of Arlington, Massachusetts

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### **For Approval: Authorization to Enter Into Statewide Public Safety and Public Works Mutual Aid Agreements**

#### **ATTACHMENTS:**

Type	Description
☐ Cover Memo	Memorandum to Board
☐ Backup Material	Document for Execution
☐ Backup Material	Enabling Statute
☐ Backup Material	Summary of Mutual Aid Agreements
☐ Backup Material	Presentation RE: Mutual Aid Agreements
☐ Backup Material	Map of Participating Communities





**Town of Arlington  
Office of the Town Manager**

**Adam W. Chapdelaine**  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

**To:** Members of the Board of Selectmen

**From:** Adam Chapdelaine, Town Manager

**RE:** Authorization to Enter Statewide Public Safety and Public Works Mutual Aid Agreements

**Date:** July 23, 2014

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I am respectfully requesting that the Board vote to authorize me to sign onto the statewide mutual aid agreements for both Public Safety and Public Works as described in the supplementary materials. Included in the supplementary materials is a presentation regarding the agreements, a summary of the agreements, a map of communities that are signed onto the agreements, and a copy of the sign on sheet that I would execute pending approval by the Board.

These agreements have been discussed with the Fire Chief, Police Chief, the Director of Public Works, and Town Counsel and all are in favor of authorizing the entry into the agreements. In general terms, entering into these agreements would allow us to both request and provide assistance statewide during critical incidents while having the legal protections that are afforded by the authorizing statute. As you will see in the supplementary materials, a response to a request is strongly encouraged, but is not mandatory.

The microburst of 2012 is an example of an incident where Arlington could have been the beneficiary of having these agreements in place. I will be happy to discuss the matter and answer any questions that the Board may have.

**ATTACHMENT C  
MUTUAL AID "OPT-IN" FORM**

**CITY/TOWN/ DISTRICT OF** Arlington

I hereby certify by my signature(s) below that the city/town/district or other governmental unit has authorized, in accordance with each of the applicable statutes, its participation in each of the mutual aid agreements indicated below (each individual section below must be completed for each agreement authorized).

**MGL c. 40, §4J – Statewide Public Safety Mutual Aid Agreement**

Signature \_\_\_\_\_ Date of Vote/Execution \_\_\_\_\_

Title \_\_\_\_\_

**MGL c. 40, §4K – Statewide Public Works Municipal Mutual Aid Agreement**

Signature \_\_\_\_\_ Date of Vote/Execution \_\_\_\_\_

Title \_\_\_\_\_

Once each applicable section of this form is completed please return the form to:

Massachusetts Emergency Management Agency  
400 Worcester Road  
Framingham, MA 01702-5399  
Attn: Allen Phillips

Section 4J. (a) As used in this section, the following words shall have the following meanings unless the context clearly requires otherwise:

“Agency”, the Massachusetts emergency management agency.

“Agreement”, the statewide public safety mutual aid agreement established in subsection (b).

“Authorized representative”, in the case of a city or town, the mayor, city manager, town manager, town administrator, executive secretary, police chief or on-duty shift commander of the police department, fire chief or on-duty shift commander of the fire department, health director or chairperson of the board of health and the emergency management director and, in the case of a governmental unit that is not a city or town, the chief executive officer or his designee.

“Employee”, a person employed full-time or part-time by a governmental unit, a volunteer officially operating under a governmental unit, or a person contractually providing services to a governmental unit.

“Governmental unit”, a city, town, county, regional transit authority established under chapter 161B, water or sewer commission or district established under chapter 40N or by special law, fire district, regional health district established under chapter 111, a regional school district or a law enforcement council.

“Incident command system”, the standardized national incident management system that establishes an on-scene management system of procedures for controlling

personnel, facilities, equipment and communications from different agencies at the scene of an emergency or other event for which mutual aid assistance is provided.

“Law enforcement council”, a nonprofit corporation comprised of municipal police chiefs and other law enforcement agencies established to provide: (i) mutual aid to its members pursuant to mutual aid agreements; (ii) mutual aid or requisitions for aid to non-members consistent with section 8G of this chapter or section 99 of chapter 41; and (iii) enhanced public safety by otherwise sharing resources and personnel.

“Mutual aid assistance”, the cross-jurisdictional provision of emergency services, materials or facilities from 1 party to another when existing resources are, or may be, inadequate.

“Party”, a governmental unit that has joined the agreement.

“Public safety incident”, an event, emergency or natural or man-made disaster, that threatens or causes harm to public health, safety or welfare and that exceeds, or reasonably may be expected to exceed, the response or recovery capabilities of a governmental unit including, but not limited to, a technological hazard, planned event, civil unrest, health-related event and an emergency, act of terrorism and training and exercise that tests and simulates the ability to manage, respond to or recover from any such event.

“Requesting party”, a party that requests aid or assistance from another party pursuant to the agreement.

“Sending party”, a party that renders aid or assistance to another party under the agreement.

(b) There shall be a statewide public safety mutual aid agreement to create a framework for the provision of mutual aid assistance among the parties to the agreement in the case of a public safety incident. The assistance to be provided under the agreement shall include, but not be limited to, fire service, law enforcement, emergency medical services, transportation, communications, public works, engineering, building inspection, planning and information assistance, resource support, public health, health and medical services, search and rescue assistance and any other resource, equipment or personnel that a party to the agreement may request or provide in anticipation of, or in response to, a public safety incident.

(c)(1) If a city or town wishes to join the agreement, the mayor in the case of a city, the city manager in the case of a Plan D or Plan E city, or the town manager, town administrator or chairman of the board of selectmen with the approval of the board of selectmen, may act on behalf of the city or town to join the agreement by notifying the director of the agency in writing. The municipality shall be a party to the agreement 30 days after receipt by the agency of the written notification.

A city or town that has joined the agreement may opt out of the agreement in the same manner as provided for joining the agreement and by notifying the agency in writing of its intention to opt out. The removal of the municipality from the agreement shall take effect 10 days after receipt by the agency of the written notification.

(2) If a governmental unit that is not a city or town wishes to join the agreement, the chief executive officer of the governmental unit may act on its behalf to join the agreement by notifying the director of the agency in writing. The governmental unit shall be a party to the agreement 30 days after receipt by the agency of the written notification.

If a governmental unit that is not a city or town has joined the agreement but wishes to opt out of the agreement, the chief executive officer of the governmental unit may act on its behalf to opt out of the agreement by notifying the agency in writing. The removal of the municipality from the agreement shall take effect 10 days after receipt by the agency of the written notification.

(d)(1) A request by a party to receive mutual aid assistance under the agreement shall be made, either orally or in writing, by an authorized representative of the requesting party and shall be communicated to an authorized representative of the sending party or to the agency; provided, however, that if the request is communicated orally, the requesting party shall reduce the request to writing and deliver it to the sending party or to the agency at the earliest possible date, but not later than 72 hours after making the oral request. A party to the agreement may request mutual aid assistance during, in anticipation of or as a result of a public safety incident.

(2) An oral or written request for mutual aid assistance under the agreement shall include the following information:

(i) a description of the public safety incident;

(ii) the nature, type and amount of personnel, equipment, materials, supplies or other resources being requested;

(iii) the manner in which the resources shall be used and deployed;

(iv) a reasonable estimate of the length of time for which the resources shall be needed;

(v) the location to which the resources shall be deployed; and

(vi) the requesting party's point of contact.

(3) A party that receives a request for mutual aid assistance shall provide and make available, to the extent reasonable and practicable under the circumstances, the resources requested; provided, however, that a sending party may withhold requested resources to the extent necessary to provide reasonable protection and coverage for its own jurisdiction.

(e) The requesting party shall be responsible for the overall operation, assignment and deployment of resources and personnel provided by a sending party consistent with the incident command system. The sending party shall retain direct supervision, command and control of personnel, equipment and resources provided by the sending party unless otherwise agreed to by the requesting party and the sending party. During the course of rendering mutual aid assistance under the agreement, the sending party shall be responsible for the operation of its equipment and for any damage thereto unless the sending party and the requesting party agree otherwise.

(f)(1) All expenses incurred by the sending party in rendering mutual aid assistance pursuant to the agreement shall be paid by the sending party; provided, however, that a requesting party and a sending party may enter into supplementary agreements for reimbursement of costs associated with providing mutual aid assistance incurred by a sending party.

(2) A sending party shall document its costs of providing mutual aid assistance under the agreement, including direct and indirect payroll and employee benefit costs, travel

costs, repair costs and the costs of materials and supplies. A sending party shall also document the use of its equipment and the quantities of materials and supplies used while providing mutual aid assistance under the agreement.

(3) Except as otherwise agreed to by the parties, the requesting party shall seek reimbursement under any applicable federal and state disaster assistance programs for the costs of responding to the public safety incident. The requesting party and each sending party shall receive, based on the documented costs of providing mutual aid assistance, its pro rata share of the disaster assistance reimbursement provided to the requesting party.

(g) While providing mutual aid assistance under the agreement, employees of a sending party shall: (i) be afforded the same powers, duties, rights and privileges as they are afforded in the sending party's geographical jurisdiction or location; and (ii) receive the same salary, including overtime, that they would be entitled to receive if they were operating in their own governmental unit. In the absence of an agreement to the contrary, the sending party shall be responsible for all such salary expenses, including overtime.

(h)(1) While in transit to, returning from and providing mutual aid assistance under the agreement, employees of a sending party shall have the same rights of defense, immunity and indemnification that they otherwise would have under the law if they were acting within the scope of their employment under the direction of their employer. A sending party shall provide to, and maintain for, each of its employees who provide mutual aid assistance under the agreement the same indemnification, defense, right to immunity, employee benefits, death benefits, workers' compensation or similar



protection and insurance coverage that would be provided to those employees if they were performing similar services in the sending party's jurisdiction.

(2) Each party to the agreement shall waive all claims and causes of action against each other party to the agreement that may arise out of their activities while rendering or receiving mutual aid assistance under the agreement, including travel outside of its jurisdiction.

(3) Each requesting party shall defend, indemnify and hold harmless each sending party from all claims by third parties for property damage or personal injury which may arise out of the activities of the sending party or its employees, including travel, while providing mutual aid assistance under the agreement.

(i) This section shall not affect, supersede or invalidate any other statutory or contractual mutual aid or assistance agreements involving parties to the agreement including, but not limited to, those established pursuant to section 4A or 8G. A party may enter into supplementary mutual aid agreements with other parties or jurisdictions.

**ATTACHMENT A**  
**Summaries of Mutual Aid Laws**

**Chapter 40, Section 4J: Statewide Public Safety Mutual Aid**

Creates a statewide public safety mutual aid agreement. Assistance provided under the agreement includes, but is not limited to, fire service, law enforcement, emergency medical services, transportation, communications, public works, engineering, building inspection, planning and information assistance, resource support, public health, health and medical services, search and rescue assistance and any other resource, equipment or personnel that a party to the agreement may request or provide in anticipation of, or in response to, a public safety incident.

Opt-in mutual aid agreement – If a city/town/governmental unit wishes to join the Agreement they must notify MEMA in writing. The city/town/governmental unit shall become a party to the agreement 30 days after MEMA's receipt of the written notification.

A city/town/governmental unit that has joined the agreement may opt out of the agreement by notifying MEMA in writing of its intention to opt out. A city/town/governmental unit's removal from the agreement takes effect 10 days after MEMA's receipt of the written notification.

A request by a party to receive mutual aid under this agreement shall be made, either orally or in writing, by an authorized representative of the requesting party to an authorized representative of the sending party or to MEMA. All oral requests shall be reduced to writing by the requesting party and delivered to the sending party at the earliest possible date, but not later than 72 hours after making the oral request.

The requesting party shall be responsible for the overall operation, assignment and deployment of resources and personnel provided by the sending party consistent with the incident command system. Unless otherwise agreed to, the sending party shall retain direct supervision, command and control of personnel, equipment and resources provided by the sending party. Unless the requesting and sending parties agree otherwise, the sending party shall be responsible for the operation of its equipment and for any damage thereto.

Unless the requesting and sending parties agree otherwise, the sending party shall pay all expenses, including salary and overtime, incurred by the sending party. A sending party shall document its costs of providing mutual aid assistance under the agreement. Except as otherwise agreed to by the parties, the requesting party shall seek reimbursement under any applicable federal and state disaster assistance programs for the cost of responding to the public safety incident. The requesting party and each sending party shall receive,

based on the documented costs of providing mutual aid assistance, its pro rata share of the disaster assistance reimbursement provided to the requesting party.

While providing mutual aid assistance under the agreement, employees of the sending party shall be afforded the same powers and duties, rights and privileges as they are afforded in the sending party's geographical jurisdiction or location.

While in transit to, returning from and providing mutual aid assistance under the agreement, employees of a sending party shall have the same rights of defense, immunity and indemnification that they would otherwise have under the law if they were acting within the scope of their employment under the direction of their employer. A sending party shall provide to, and maintain for, each of its employees who provide mutual aid assistance under the agreement the same indemnification, defense, right to immunity, employee benefits, death benefits, workers' compensation or similar protection and insurance coverage that would be provided to those employees if they were performing similar services in the sending party's jurisdiction.

Each party to the agreement shall waive all claims and causes of action against each other party to the agreement that may arise out of their activities while rendering or receiving mutual aid under the agreement.

Each requesting party shall defend, indemnify and hold harmless each sending party from all claims by third parties for property damage and personal injury which may arise out of the activities of the sending party or its employees, including travel, while providing mutual aid assistance under the agreement.

This section shall not affect, supersede or invalidate any other statutory or contractual mutual aid or assistance agreements. A party may enter into supplementary mutual aid agreements with other parties or jurisdictions.

#### **Chapter 40, Section 4K: Statewide Public Works Municipal Mutual Aid**

Creates a statewide public works municipal mutual aid agreement. Assistance provided under the agreement includes, but is not limited to, services related to public works, personnel, equipment, supplies and facilities to prepare for, prevent, mitigate, respond to and recover from public works incidents. Participation in the agreement is also available to governmental units in states contiguous to the Commonwealth. Creates a statewide public works municipal mutual aid advisory committee to be chaired by the secretary of public safety and security or his designee.

Opt-in mutual aid agreement – If a city/town/governmental unit wishes to join the Agreement they must notify the mutual aid advisory committee in writing. The city/town/governmental unit shall become a party to the agreement 30 days after the advisory committee's receipt of the written notification.

A city/town/governmental unit that has joined the agreement may opt out of the agreement by notifying the advisory committee in writing of its intention to opt out. A city/town/governmental unit's removal from the agreement takes effect 10 days after the advisory committee's receipt of the written notification.

A request by a party to receive mutual aid under this agreement shall be made, either orally or in writing, by the chief executive officer of the requesting party or one of its designated points of contact to the chief executive officer or a designated point of contact of the sending party. All oral requests shall be reduced to writing by the requesting party and delivered to the sending party at the earliest possible date, but not later than 72 hours after making the oral request.

A party that receives a request for mutual aid assistance shall provide and make available, to the extent reasonable and practicable under the circumstances, the resources requested by the requesting party; provided, however, that a sending party may withhold requested resources to the extent necessary to provide reasonable protection and coverage for its own jurisdiction.

The requesting party shall be responsible for the overall operation, assignment and deployment of resources and personnel provided by the sending party. Unless otherwise agreed to, the sending party shall retain direct supervision, command and control of personnel, equipment and resources provided by the sending party. Unless the requesting and sending parties agree otherwise, the sending party shall be responsible for the operation of its equipment and for any damage thereto.

Unless the requesting and sending parties agree otherwise, the sending party shall pay all expenses, including salary and overtime, incurred by the sending party. A sending party shall document its costs of providing mutual aid assistance under the agreement. Except as otherwise agreed to by the parties, the requesting party shall seek reimbursement under any applicable federal and state disaster assistance programs for the cost of responding to the public works incident. The requesting party and each sending party shall receive, based on the documented costs of providing mutual aid assistance, its pro rata share of the disaster assistance reimbursement provided to the requesting party.

While providing mutual aid assistance under the agreement, employees of the sending party shall be afforded the same powers and duties, rights and privileges as they are afforded in the sending party's geographical jurisdiction or location. While providing mutual aid assistance under the agreement, employees of the sending party shall be considered similarly licensed, certified or permitted in the requesting party's jurisdiction if the employee holds a valid license, certificate or permit issued by the employee's governmental unit.

While in transit to, returning from and providing mutual aid assistance under the agreement, employees of a sending party shall have the same rights of defense, immunity and indemnification that they would otherwise have under the law if they were acting within the scope of their employment under the direction of their employer. A sending

party shall provide to, and maintain for, each of its employees who provide mutual aid assistance under the agreement the same indemnification, defense, right to immunity, employee benefits, death benefits, workers' compensation or similar protection and insurance coverage that would be provided to those employees if they were performing similar services in the sending party's jurisdiction.

Each party to the agreement shall waive all claims and causes of action against each other party to the agreement that may arise out of their activities while rendering or receiving mutual aid under the agreement.

Each requesting party shall defend, indemnify and hold harmless each sending party from all claims by third parties for property damage and personal injury which may arise out of the activities of the sending party or its employees, including travel, while providing mutual aid assistance under the agreement.

All equipment requested and deployed pursuant to this agreement shall be insured by the sending party.

This section shall not affect, supersede or invalidate any other statutory or contractual mutual aid or assistance agreements. A party may enter into supplementary mutual aid agreements with other parties or jurisdictions.

# Mutual Aid in Massachusetts

Massachusetts Emergency  
Management Agency

Allen R. Phillips  
Massachusetts Emergency  
Management Agency



6/2/2014

MEMA

# Introduction

This presentation is to familiarize  
Communities of the Commonwealth with  
the Statewide Mutual Aid and the Public  
works Mutual Aid.

# Types

- **Intrastate...** In state mutual aid, Fire Mobilization
- **Interstate...** state to state mutual aid, EMAC
- **International...** country to country, IEMAC



# Statewide Mutual Aid

- Signed by Governor Patrick on July 27<sup>th</sup> 2010 as part of the Municipal Relief.
- Creates framework for parties who wish to join the agreement, they can include Cities, towns, governmental units and regional transit authorities.

# Statewide Mutual Aid

- Opt in format, Mayor, BOS after vote, (Chief Exec Officer for governmental units).
- Takes place 30 days after MEMA receives notice to opt in.
- To opt out same process, takes effect 10 days after receipt of letter.
- Does not invalidate other agreements already in place nor prevent any additional agreements.
- Agreement may be used for any public safety incident.

# Statewide Mutual Aid

- Request may be made orally or in writing by authorized representative of requesting community, EMD, Police Chief, Fire Chief, Town Administrator, Mayor, Health Director, DPW Director etc.
- Oral requests shall be reduced to writing no later than 72 hrs after request.

# Statewide Mutual Aid

- If resources are requested, every effort should be made to fill, however resources may be withheld to provide reasonable protection and coverage in their own community.
- Requesting party shall have operational control over resources, however sending party retains supervision and overall command & control over assets.

# Statewide Mutual Aid

- While providing assistance under this agreement the sending party shall be afforded the same powers, duties, rights, privileges, they have in their jurisdiction.
- While under this agreement the sending party shall be responsible for salaries, O.T. etc. unless a supplementary agreement is made



# Statewide Mutual Aid

- The sending community shall maintain employee benefits, workers comp, insurance
- The requesting community shall defend, indemnify, and hold harmless each sending party from all third party claims that may arise.
- Parties may enter into supplemental mutual aid agreements.

# Public Works Mutual Aid

- Fundamentally the same as the Statewide Mutual Aid Agreement, with a few differences.
  - ★ Can be used for day to day work
  - ★ Has an advisory board that oversees the agreement
  - ★ Allows governmental units in states contiguous to the Commonwealth to join, using the same method.

# Opted In

- **Statewide Mutual Aid**

251 Communities have opted in

- **Public Works Mutual Aid**

180 Communities have opted in



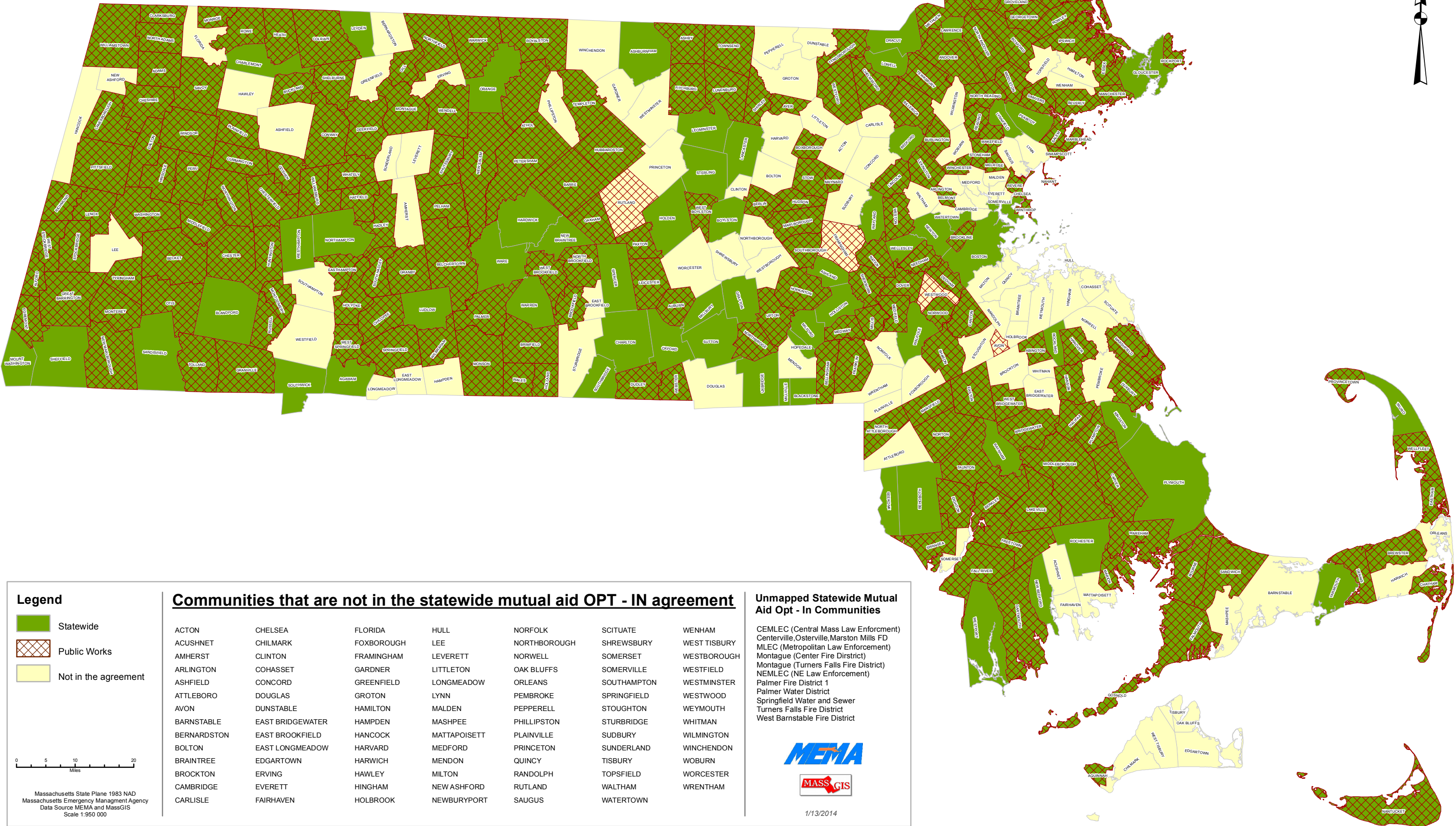
# Questions??????

6/2/2014

MEMA



# STATEWIDE MUTUAL AID OPT - IN COMMUNITIES





## Town of Arlington, Massachusetts

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**For Approval: Lockeland Avenue Island Hedge Replacement**

**ATTACHMENTS:**

Type	Description
 Backup Material	Memorandum to Board



PUBLIC WORKS DEPARTMENT  
TOWN OF ARLINGTON

51 Grove Street, Arlington, Massachusetts 02476  
Phone: (781) 316-3108 Fax: (781) 316-3281

Memo to: Adam Chapdelaine, Town Manager  
From: Mike Rademacher, DPW Director  
Date: July 17, 2014  
Subject: Hedge Trimming at Lockeland/Wildwood Traffic Island

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Adam-

I am in receipt of correspondence from the Board of Selectmen dated June 30, 2014. The memo requests that the DPW cut back hedges in the traffic island bordered by Lockeland Ave, Wildwood Ave, and Field Road.

After a review of the location and the requested work, I am concerned that if we were to trim the hedges back enough to improve visibility for motorists, cyclists and pedestrians, little would be left of the hedges. What would be left would be mostly woody branches with little evergreen coverage. It would take several years before the hedges pushed out enough new growth to make them attractive.

I recommend that the DPW remove the existing bushes entirely. At some point in the near future, new bushes or other vegetation, better suited to the location, can be planted if desired.

I am available at your convenience to discuss this further.

-Mike



## Town of Arlington, Massachusetts

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### Discussion: Novus Agenda

#### ATTACHMENTS:

Type	Description
 Backup Material	Summary from Adam Kurowski

<p style="text-align: center;"><b>NOVUS AGENDA SUMMARY</b></p> <p style="text-align: center;">For School Committee meeting on September 4, 2014</p>	<p style="text-align: center;">09/02/2014</p>
<p><b>COMMON QUESTIONS</b></p>	
<p>A. How does the system work with Executive Session?</p> <p>B. Can we make the agenda and packet available to the public a few days before the meeting?</p> <p>C. What are the security specifications of the system?</p> <p>D. How will Novus integrate with the website?</p> <p>E. What is the cost of NovusAgenda?</p> <p>F. Overall pilot summary, by Adam Kurowski, Systems Analyst</p> <p style="padding-left: 40px;">Attachment A: Integration of NovusAgenda with Vision Internet</p>	
<p><b>A. EXECUTIVE SESSION</b></p>	
<p>Materials destined for the Committee packet and designated for Executive session can be controlled appropriately in the Novus system. There are a few options for including these materials in the BoardView system, that only Committee members have access to, while omitting these materials on the publicly accessible PDF and HTML packet. Staff will need to be trained and diligent about these settings to ensure Executive Session protocols are followed. The Legal Department should be consulted to ensure protocols are valid.</p>	
<p><b>B. AGENDA AND PACKET AVAILABILITY</b></p>	
<ul style="list-style-type: none"> <li>• Administrative staff has full control over when the agenda packet is posted to the BoardView (Board member access only) website and to the PublicView (public access only) document portal.</li> <li>• Staff can make the BoardView packet available on a different date and time than the PublicView.</li> <li>• Staff can create an agenda without reference material or an agenda packet with some or all reference material.</li> <li>• On both the BoardView and PublicView websites, the items in previous bullet can be created in PDF or HTML format. It is preferred that the HTML version is promoted as the first choice for users because is quicker to load, remains dynamic and instantly updated versus a downloaded PDF which will not, and it is fully ADA Compliant.</li> <li>• The more complex the policy for posting the materials, the more complex the workflow for staff to deliver. Meaning, posting an entire packet for the just the Committee on a date, then posting just the agenda without reference materials on a different date, and then posting the entire packet to the public on yet another date constitutes many scheduled steps for staff. Simplifying these requirements would be beneficial.</li> <li>• A policy and/or guide should be developed and adhered to by agenda item submitters and agenda creators to ensure success.</li> </ul>	
<p><b>C. SECURITY</b></p>	
<p>In general, an internet-based computer system has multiple security levels. The security of the data center</p>	



and the security of the internet connection to the user's computer.

Choosing a functional, dependable, and secure data center is the responsibility of the vendor and in this case, Novus uses an industry standard data center through Amazon. NovusAGENDA is written in C# and .NET with the data stored in a Microsoft SQL database that runs on Amazon EC2 servers (<http://aws.amazon.com/ec2/>), with daily backups stored on Amazon S3. (<http://aws.amazon.com/s3/>)

- For more information on Amazon EC2 security refer to the [Amazon Web Services: Overview of Security Process document](http://d36cz9buwru1tt.cloudfront.net/pdf/AWS_Security_Whitepaper.pdf).  
([http://d36cz9buwru1tt.cloudfront.net/pdf/AWS\\_Security\\_Whitepaper.pdf](http://d36cz9buwru1tt.cloudfront.net/pdf/AWS_Security_Whitepaper.pdf))

The connection from the Amazon servers to a user's computer is more challenging to keep secure. It is the responsibility of the user to ensure that their connection is safe and secure.

## D. WEBSITE INTEGRATION

Joan Roman, the Public Information Officer, has tested the integration of Novus' PublicView webpage with the Town's website. The Novus PublicView website is a document search portal that allows the public to view HTML and PDF agenda packets and minutes, and if available, links to meeting videos. Generally, we believe the integration test to be a success, although further tweaks on the Novus side would improve the look and feel and have been requested through Novus, such as changing the background color from white to that of the rest of our website, and adjusting the font size. Novus told us that those requests will be considered, but not immediately implemented. See Attachment A, for screenshots and notes on the integration.

## E. NOVUS AGENDA COST

The pricing break down shows the cost in year one and annually thereafter. The cost omits the instant voting tool (\$600), which was deemed unnecessary by both the BOS and School Committee. It also omits the one-time training fee (\$750), which Novus verbally waived during a recent discussion. Although we have not talked in detail about video integration, Package 2 and 3 can be added later in the process and I recommend we revisit this topic later on. Discussion about video integration should include ACMI to ensure compatibility and technical aspects, as well as administrative staff and the IT Department.

Product	Cost
NovusAGENDA	\$7,950
NovusMEETING	Included
NovusBOARDVIEW	Included
NovusREPORTING	Included
Board and Committee management	Included
Video Integration (see below)	Included
Required Training (one-time fee)	\$750 fee waived per phone call on 8/11/14
Administrator Training	
Board Clerk Training	
User Training	
Board Training	
Web Based Training, on-demand videos	
Year 1 Cost and annually starting in Year 2	\$7,950

Video Integration	Annual Cost
Package 1	Free
Hosting of 25 videos per year, not indexed to coincide with agenda. <i>Adam Kurowski recommends Package 1 in Year 1, so that we can learn the basic tools before trying to use the more advanced video options.</i>	
Package 2	\$4,995
Unlimited videos, live stream in-meeting, hosting of past meeting videos, and POST-MEETING MANUAL indexing by Arlington staff so that agenda coincides with a exact point in the video	
Package 3	\$6,995
Unlimited videos, live stream in-meeting, hosting of past meeting videos, and IN-MEETING LIVE indexing by staff/assistant so that agenda coincides with a exact point in the video	
<i>All video options require a user to access a separate webpage to view</i>	

F. OVERALL PILOT SUMMARY, BY ADAM KUROWSKI, SYSTEMS ANALYST

After speaking with Board of Selectmen and School Committee admin staff, as well as people in similar positions in \*Natick, Merrimac, and Medway, everyone seems to have the same impression of the system. The system improves the previous process of agenda packet development, especially related to paper usage, copying, printing, archiving, and searching for historic documents. However, everyone recognizes that the system has its quirks, seemingly too many clicks to perform certain functions within the agenda creation workflow, and it isn't very elegantly designed.

All of the previous items to relate to the systems' usability, which is an important part of the success of any new technology implementation. However, NovusAgenda is successfully being learned by BOS and School admin staff, so the flaws are not showstoppers. With professional training from Novus still on the horizon, we may find improved ways of interacting with the system. NovusAgenda scored the highest of our 3 finalist from a purely technical standpoint from our demonstrations earlier this year, so from that standpoint, the system is sound.

Integration with the Town website is also an important aspect to consider. From a technical standpoint,

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Integration with the Town website is also an important aspect to consider. From a technical standpoint,



Novus integrates well using hyperlinks and iframe tools, but aesthetically we will be seeking improvements from Novus to mesh better with our website look.

My opinion is that we would successfully meet many of our goals defined in the project scope if we implemented NovusAgenda. Although staff may continue to struggle with some of the system design quirks and frustrations, I anticipate that over time some of those items would be more easily overlooked due to other improvements gained. BOS and School admin staff has requested my continued support as they learn the system, which I plan to provide in the short term. Eventually staff will need to rely on Novus' virtual technical support, which the communities that I interviewed had very positive review of. Overall, I wish I was more enamored with the NovusAgenda system, but the cost, the functionality, and technological advancement that this system provides seem like a good fit for us.

Note: \*each community has been using NovusAgenda for at least 6 months.

## G. FOR SCHOOL COMMITTEE DISCUSSION

- A. Does the School Committee support or approve the Committees use of the NovusAgenda system?
- B. What policies need to be created related to workflow of NovusAgenda?
  - i. Closing date of packet material submission
  - ii. Posting date of public agenda and packet
  - iii. Paper packet availability to Committee and public at meetings
  - iv. Mobile device purchasing and use vs. personal device use
- C. Method of recording motions and votes
- D. Annual follow up meeting with Systems Analyst and Committee each June

## ATTACHMENT A: Integration of NovusAgenda with Vision Internet

**Option A.** Calendar page can have a link directly to the agenda webpage. More effort for the Calendar item creator, less effort for the user.

**Option B.** Calendar page can have a link directly to the agenda and minutes search webpage. Less effort for the Calendar item creator, more effort for the user.

**Interactive agenda webpage in Novus.**

**Novus Agenda and minutes search portal embedded in Vision Internet webpage. This page also accessed through Selectmen main webpage**

**Vision Internet page tan**

**View the demo page for the Board of Selectmen Agendas and Minutes here:**  
<http://arlingtonma.gov/town-governance/all-boards-and-committees/board-of-selectmen/agendas-minutes/agendas-minutes-reference-material-demo>

**NovusAgenda iframe white, embedded within Vision Internet page**

Meeting Date	Meeting Type	Meeting Location	Agenda HTML	Agenda PDF
08/04/14	Board of Selectmen Meeting	Selectmen's Chambers, 2nd Floor, Town Ha...		
07/28/14	Board of Selectmen Meeting	Selectmen's Chambers, 2nd Floor, Town Ha...		
06/23/14	Board of Selectmen Meeting	Selectmen's Chambers, 2nd Floor, Town Ha...		




## Town of Arlington, Massachusetts

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### Discussion: Cambridge Invite to Discuss Silver Maple Forest

#### ATTACHMENTS:

Type	Description
 Cover Memo	Cover Memo from Town Manager
 Cover Memo	Memo from City of Cambridge
 Exhibit	Map of Silver Maple Forest



**Town of Arlington  
Office of the Town Manager**

**Adam W. Chapdelaine**  
Town Manager

730 Massachusetts Avenue  
Arlington MA 02476-4908  
Phone (781) 316-3010  
Fax (781) 316-3019  
E-mail: [achapdelaine@town.arlington.ma.us](mailto:achapdelaine@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://www.arlingtonma.gov)

**To:** Members of the Board of Selectmen

**From:** Adam Chapdelaine, Town Manager

**RE:** Cambridge Interest in Discussing Silver Maple Forest

**Date:** July 31, 2014

---

At its meeting of July 28, 2014, the Cambridge City Council adopted a policy order resolution (attached for reference), requesting that the Cambridge City Manager meet with me, the Town Administrator from Belmont, and representatives of the Commonwealth of Massachusetts to discuss options for the preservation of the Silver Maple Forest (see attached map). Since the adoption of that order, the Cambridge City Manager, Richard Rossi, has reached out to me to schedule a meeting for Thursday, August 7<sup>th</sup>. I plan to attend this meeting, but before doing so, wanted to discuss the matter of the Silver Maple Forest with the Board.

As you may know, the Silver Maple Forest is a privately owned parcel of land that is primarily located in Belmont, but also partially falls within Cambridge's borders. The current owner of the parcel is proposing a development that would include approximately 300 units of housing contained within a five story building. Such development could pose

both traffic related and storm water issues for Arlington, Cambridge, and Belmont along with the negative environmental impacts of deforestation.

Given this, I respectfully request that the Board endorse the following course of action:

*That the Town of Arlington engage, through its Town Manager, in discussions regarding possible options for the preservation of the Silver Maple Forest, but at this time, not provide any financial commitment to acquiring or protecting the land.*

I feel that this is the appropriate position at this time given the following facts:

- 1) No portion of the Silver Maple Forest lies within Arlington's borders
- 2) Arlington does not have identified resources that could support making any financial commitment to this cause
- 3) Should Arlington decide to commit financial resources to such a cause, it would seem more appropriate to discuss strategies for the Mugar property, prior to committing resources to the Silver Maple Forest

I look forward to discussing this matter with the Board on Monday evening.

## CITY COUNCIL

## Policy Order Resolution

O-4  
AMENDED ORDER  
IN CITY COUNCIL

July 28, 2014

COUNCILLOR CARLONE

- WHEREAS: The Silver Maple Forest is the site of a controversial development project along Acorn Park Drive in Cambridge; the forest is located at the intersection of Cambridge, Belmont, and Arlington; and
- WHEREAS: The 15.6-acre Silver Maple Forest is a small-river floodplain forest and is an integral part of the Alewife Reservation ecosystem, home to deer, coyote, mink, river otter, red fox, fishers, and some 90 species of birds, including hawks, wild turkey, blue heron, swans, cat birds, hummingbirds, and goldfinches; and
- WHEREAS: Local advocates and noted hydrologists continue to assert that the current proposal does not adequately meet the needs for storm water management in the 25, 50, 75, and 100 year storm scenarios, all of which are expected to increase in severity as a result of climate change; and
- WHEREAS: According to a report prepared by the hydrology firm Horsley and Witten, the proposal to clear the Silver Maple Forest would result in significant loss of vegetation and associated evapotranspiration; these losses would elevate the current water table, inundating the proposed underground storm water storage basin and compromising the integrity of surrounding infrastructure and the safety and property of nearby residents; and
- WHEREAS: Development of the Silver Maple Forest would directly impact the capacity of the surrounding area to withstand the effects of climate change; and
- WHEREAS: Development of the Silver Maple Forest would also add additional traffic to an area where traffic congestion has become a major issue for many Cambridge residents; and
- WHEREAS: Representatives from the Trust for Public Lands, a national organization with a respected track record of brokering deals in similar situations, have been making attempts to contact the developer, Mr. J. Brian O'Neill of the O'Neill Properties Group of King of Prussia, Pennsylvania, in an effort to secure an option to purchase the Silver Maple Forest; and
- WHEREAS: On Saturday, June 28, 2014, more than 150 local residents gathered at the Alewife T satiation and paraded up Acorn Park Drive to the Silver Maple

Forest in an effort to raise awareness and promote the preservation of this important community resource; the event featured participation from members of the City Council, the Belmont Board of Selectman, the Massachusetts State Senate, the Massachusetts Sierra Club, Green Cambridge, Friends of Alewife Reservation, the Mystic River Watershed Association, the Cambridge Residents Alliance, the Fresh Pond Residents Alliance, TROMP, Lesley University Division of Science and Mathematics, the Green Sanctuary Team, the Coalition to Preserve the Belmont Uplands, Belmont Citizens Forum, Belmont Land Trust, Sustainable Belmont, Sustainable Arlington, Occupy Arlington, and many other local organizations; and

WHEREAS: Over the past fifteen years, the City Council has adopted no less than twelve policy order resolutions in support of the Silver Maple Forest, now therefore be it

ORDERED: That the City Manager be and hereby is requested to work with staff to convene a meeting with Town Administrators from Cambridge, Arlington, Belmont, and the Commonwealth of Massachusetts to discuss all possible options for the preservation of the Silver Maple Forest, including funding commitments from other communities; and

ORDERED: That the City Manager be and hereby is requested to report back to the City Council on this matter.

In City Council July 28, 2014  
Adopted as amended by a ye and nay vote:-  
Yeas 8; Nays 0; Absent 0; Present 1.  
Attest:- Donna P. Lopez, City Clerk

A true copy;

ATTEST:-  
Donna P. Lopez, City Clerk

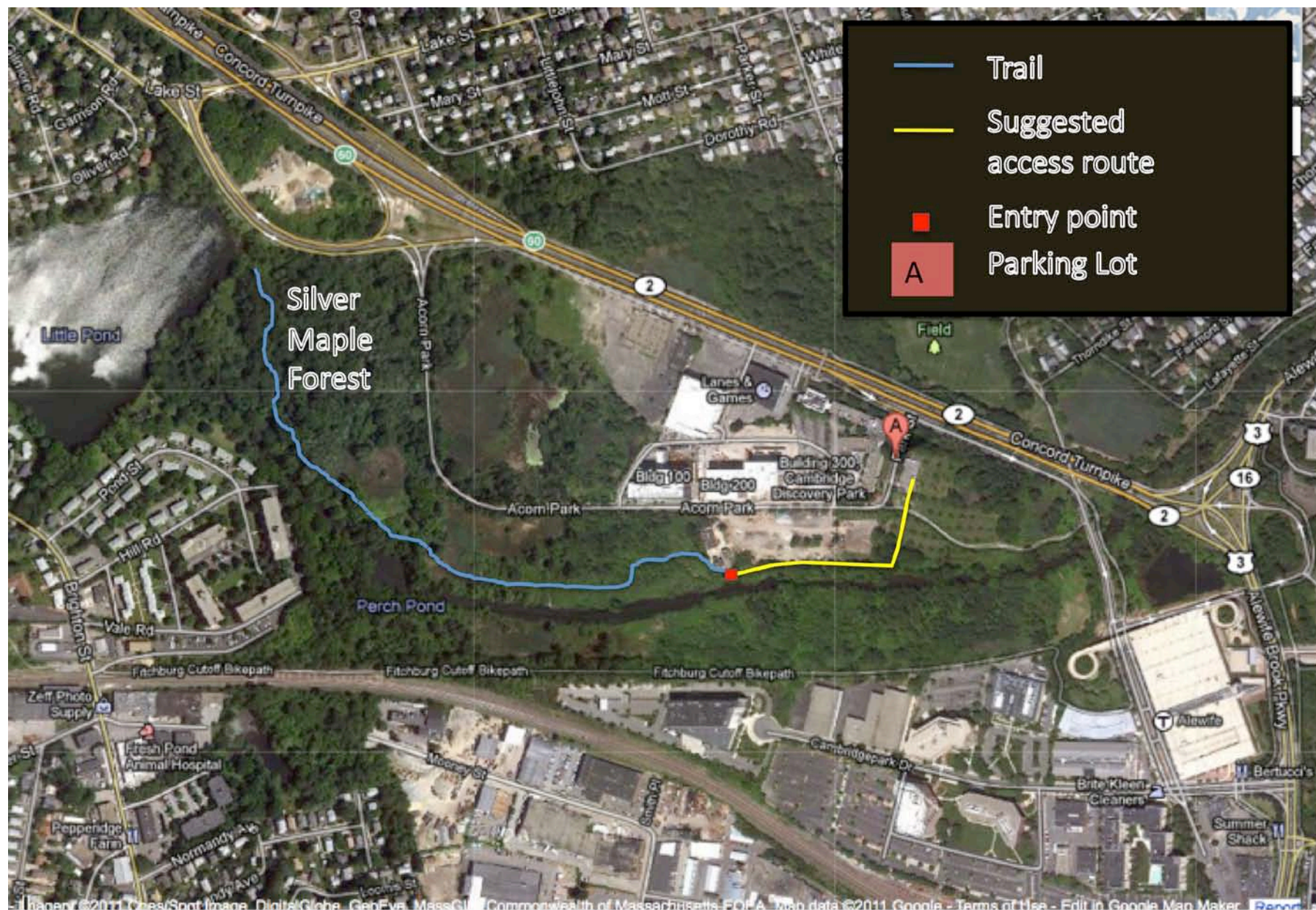
*View Roll Call Votes from July 28, 2014*

**ORDER ADOPTED AS AMENDED BY SUBSTITUTION ON A ROLL CALL VOTE OF  
8-0-0-1**

*View Original Order*



## Silver Maple Forest Map







## Town of Arlington, Massachusetts

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### Loan Approved for 39 Academy Street Window Replacement

#### ATTACHMENTS:

Type

Description

Backup Material

Arlington Preservation Fund Letter, Meeting  
Notice

RECEIVED  
SELECTMEN'S OFFICE  
ARLINGTON  
JUN 26 11 18 AM '14

*Conrad Rice*  
*7/28/14*

## ARLINGTON PRESERVATION FUND, INC.

Please reply to:

John L. Worden III  
50 Congress Street  
Boston, Massachusetts 02109  
(617) 227-8662

jworden@swwalaw.com

June 24, 2014

Board of Selectmen  
Town Hall  
Arlington, Massachusetts 02176

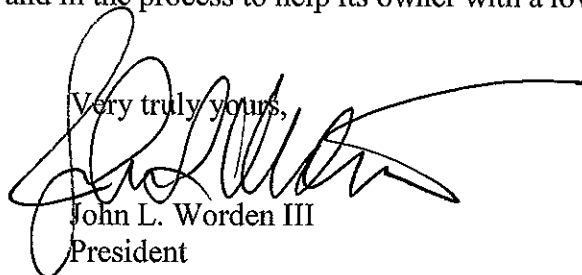
Mrs. Mahon & Gentlemen:

This is to let you know that the Fund's Board of Directors has approved a loan of \$50,000 to Dr. James Ellison for window replacement on a house at 34 Academy Street, which is in the Pleasant Street Historic District. This work has been approved by the Historic District Commission. The windows are to be wood, and to replicate the originals.

The house in question is a 1959 infill structure on part of the former Hornblower-Rice Estate (previously Potter's Grove). The style is characterized in the historic district study report as "neo colonial." There is pending before the District Commission -- with a hearing this week -- an application to remove the vinyl siding and replace it with clapboards. The Fund's directors will no doubt approve a further loan of \$25,000 for that aspect of the project.

Although the structure is not historically or architecturally significant, the fact that it has heretofore been a somewhat discordant element in an otherwise fairly well-preserved streetscape makes it worthwhile to improve its appearance and in the process to help its owner with a low-interest loan.

Very truly yours,



John L. Worden III  
President

JLW/jbr

cc: Mrs. Lemnios

## OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

July 10, 2014

John L. Worden III, President  
Arlington Preservation Fund, Inc.  
27 Jason Street  
Arlington, MA 02476

Dear Mr. Worden:

We are in receipt of your correspondence of June 24<sup>th</sup> in which you discuss the approval of a loan by the Arlington Preservation Fund.

Thank you for writing to the Board of Selectmen. Your correspondence will appear on the July 28<sup>th</sup> Selectmen's Agenda under "Correspondence Received". Although it is not necessary for you to attend the meeting, you may do so if you are so inclined.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,  
BOARD OF SELECTMEN

*Marie A. Krepelka*  
Marie A. Krepelka  
Board Administrator

MAK:fr



## Town of Arlington, Massachusetts

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### Daytime Parking Need

#### ATTACHMENTS:

Type	Description
 Backup Material	Correspondence, meeting notice

**From:** Patricia Peter <patpeter139@gmail.com>  
**To:** mkrepelka@town.arlington.ma.us  
**Date:** 07/14/2014 09:14 AM  
**Subject:** regarding parking ticket given 7/11/14

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Ms. Krepelka,

I am writing in regards to a ticket I received 7/11/14 for overtime parking which I have appealed today. At the suggestion of the employees at the Board of Selectman office I spoke with today they recommended I request a special daytime parking permit. I rent an apt. at 135 Thorndike St., in Arlington. There is no driveway for this house so I have to park on the street. I have lived here over 2 yrs and I have an overnight parking sticker and have parked on the street during the day since I moved here. I take the train to work and am gone most of the day so my car is parked on the street, it is usually in front of or across the street from the house. I am in a dilemma about what to do with my car, I am unable to move it every 2 hours since I am at work so have no other recourse but to leave it on the street. I would not want to be penalized for a situation I have no control over so hopefully this can be resolved with your help. The employees informed me I may need to appear before the selectman for a special daytime exemption. Please let me know what I need to do, I will help in any way that I can to figure this out. Thank-you for your consideration in this matter it is much appreciated.

Sincerely,  
Patricia Peter

my em address is:

[patpeter139@gmail.com](mailto:patpeter139@gmail.com)

phone number: 508-325-8559

thanks

## OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR  
JOSEPH A. CURRO, JR., VICE CHAIR  
KEVIN F. GREELEY  
DIANE M. MAHON  
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE  
TELEPHONE  
781-316-3020  
781-316-3029 FAX

TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

July 17, 2014

Patricia Peter  
135 Thorndike Street  
Arlington, MA 02474

Dear Ms. Peter:

We are in receipt of your correspondence of July 11<sup>th</sup> in which you discuss the need for a daytime parking permit.

Thank you for writing to the Board of Selectmen. Your correspondence will appear on the July 28<sup>th</sup> Selectmen's Agenda under "Correspondence Received". Although it is not necessary for you to attend the meeting, you may do so if you are so inclined.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,  
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka  
Board Administrator

MAK:fr